



April 2010

Dear Parent/Guardian

YEAR 13 LEAVING ASSEMBLY– Wednesday 26 May 2010
YEAR 13 STUDY LEAVE - Thursday 27 May 2010

The arrangements for the day are as follows:

1. Students should be expected to wear smart clothes of the type suitable for an interview. No denim, jeans or trainers please.
2. At 12.00 p.m. all Year 13 students should assemble in Goodsell Hall where there will be a formal leavers' assembly.
3. Refreshments will be available after this assembly for all Year 13, in Goodsell Hall. Staff will also attend.
4. Students will then dismiss in an orderly fashion to begin their study leave.

In addition:

Any student whose conduct in the final week is deemed to be inappropriate will be told to remain at home until the start of the examinations.

Any student wishing to bring a vehicle onto the school site during the examination period must ensure that they have a parking permit on display.

All students must comply with the following:

- **No mobile phones, pagers or other means of communication are allowed in the examination rooms.**
- **Morning exams begin at 9.30 a.m., afternoon exams at 1.30 p.m.**
- **Any student not conforming to the specific regulations from the Exam Board will run the risk of being removed from one or all of their exams.**
- **It is the responsibility of the student to ensure that they arrive at the Examination room on time and on the correct day.**

Lessons will however be continued in some subject and students should, if they are affected, ensure they attend.

Anyone failing to attend a scheduled examination will, except in exceptional circumstances, be required to pay the appropriate examination costs.

Reminder:

Students must return all textbooks or incur costs for the same.

Results Day – Thursday 19 August. Results available from 10.00 a.m. in Whitman Hall.

Please sign and return the attached reply slip as soon as possible so that final arrangements regarding numbers for refreshments can be made.

Yours sincerely

D Mountney
Headteacher

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Reply Slip – Please return to Form Tutor by Friday 1 May

Name Form

I have read the letter concerning the last day for Year 13 and agree with its contents. I understand that if my son/daughter does not meet the required standards of behaviour during the final day he/she could be sent home for an early start to study leave.

Signed Student

Signed Parent/Guardian

Date