11 December 2018

Dear Parents and Carers

**Arrangements for Year 11 Students During Trial Exams**

I would like to clarify that Year 11 students sitting afternoon Trial Exams will be allowed to leave School should their exam finish before 3.15pm.

Students will be required to leave the School site once dismissed from the examination hall to avoid disruption to lessons. Any students wishing to remain in School due to after School commitments or to revise should report to the Dining Room where they will be supervised by a member of staff.

Students who do not have afternoon trial exams will remain in School until 3.15pm.

Please contact Mrs Link at klink@rickmansworth.herts.sch.uk if you do not wish your son/daughter to be allowed to leave School before 3.15pm.

Yours sincerely

Mr R Nelson
Director of Learning, Key Stage 5