1 May 2018

Dear Parents and Carers

Year 13 End of Term Arrangements

I am writing with some key dates for the remainder of this academic year. I hope you will find the information useful.

**Study Leave**
Year 13 students will be on study leave from Monday 4 June. During their study leave, they are only expected to be in school for their exams but they are welcome to use the facilities in School at other times. If they come in for anything other than exams during this time, they must sign in and out in the Sixth Form block.

**Pre-study leave**
In the two weeks leading up to half term, the public exams have started and some students will have a few exams during this time. Therefore, from the 14 May onwards our students are only expected to be in School for their lessons. They do not need to be in for registration or for the morning session if they do not have lessons. They are free to leave as soon as their lessons finish for the day. Lessons during this period remain compulsory but students can come and go more freely than they are used to. It is essential they sign in and out during this time. If they have a Mathematics exam resit during this period, they will be allowed to take the morning or afternoon session off before the exam is sat. If they are sitting the Further Mathematics exam they will be able to take the whole day off before the exam.

**Leavers Morning**
This will take place on Friday 25 May and there will be no lessons on this day. We will be liaising with the students closer to the time to talk about the details of the morning.

**Book Return Day**
All students are required to come in and return all textbooks and resources which belong to the School. The date for this will be Wednesday 27th June. This will involve students collecting a signing out sheet from the Sixth Form Office, visiting their subject teachers to return books/resources and being ‘signed off’ by each subject. Only when this has been completed will your son/daughter be signed out by the Sixth Form team.

In the run up to the exams, we are continuing to monitor all students but please do not hesitate to contact us if you have any concerns.

Yours sincerely

Mr C Eley
Head of Sixth Form