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Dear Parents and Guardians,

Re: Year 12 Study Leave Arrangements

As I write, students have only 9 full school days before the AS examination period. Study leave for Year 12 will begin on **Monday 15th May**. From this date, students need attend school only for scheduled examinations.

Morning examinations begin at 9:00am and afternoon examinations at 1:30pm. Students should **arrive at least 15 minutes in advance** and should wear normal school dress. Individual examination timetables have already been provided by Mrs Watts, Examinations Officer, and a copy of the full examination timetable is displayed next to the Examinations Office where any amendments or notices will also be posted. It is vital that all students conduct themselves appropriately in these vital external examinations and **your son/daughter should access the important *Information for Candidates for Written Examinations and Information for Candidates re Coursework Assessments and Controlled Assessments*, published by the Joint Council for Qualifications, which are available on the school website.**

Any students who have joined the school in Sixth Form, and who have not spoken to Mrs Watts, our Examinations Officer, regarding any access arrangements, such as a word processor or extra time that they might qualify for, should do so as a matter of urgency.

Students should have followed a structured revision programme over the Easter holidays and it is very important that study leave is used appropriately using the time available to maximum effect. Students may come into school to work during study leave if they wish and must sign in when they do not have an exam. They will need to be in full school uniform if they do this and should not cause any disruption to the rest of the school.

Students studying BTEC courses should make full use of their study leave to work on assignments and coursework as directed by their teachers. Study leave for BTEC students is often negotiated on an individual basis with the relevant Subject Leader and students must attend lessons when directed.

Students return to school on **Monday 12th June** once the majority of the AS examinations are over. Timetabled lessons will resume that day though those who still have an afternoon examination that week will be able to have the morning as study leave. Students formally begin their A2 studies at this stage and will continue with all of their subjects until their actual results are known on Thursday 17th August (from 11am onwards). All students will, therefore, continue to follow their normal timetables.

Thank you for your continued support.

Yours sincerely

Mr M A Brunker
Assistant Headteacher, Head of Sixth Form



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