



Headteacher: Mr D Reeve BSc (Hons)

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9th May 2017

Dear Parents and Guardians

Re: Year 13 Study Leave and Leavers' Assembly - Friday 26th May 2017

As I write, Year 13 students have only 12 school days before the A2 examination period and their study leave will begin on **Monday 5th June** following the half term holiday. 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.**

Therefore, Friday 26th May is the last day of timetabled lessons for our Year 13 students and, as such, there will be a final assembly at 8.40am with the Headteacher and the Sixth Form Team and an opportunity before and afterwards for all students to say their farewells to both staff and their peers. All students are to register at 8.30am with their tutor as usual and then go to the Main Hall. Students are free to leave the site and go home after the assembly, which will finish before 11am. Students are to attend in full school uniform.

I am sure you appreciate, for the rest of the school this is a normal working day and there will also be a number of A-Level and GCSE examinations taking place. Consequently, all Sixth Form students are reminded that normal school rules and expectations apply during that day and any transgressions will be dealt with according to our behaviour policy. I would also point out that this is not their final day in school, as many A2 examinations will already have begun and will continue after half term. I look forward, therefore, to a positive and appropriate day on Friday 26th May. The Leavers' Dinner and Dance on Friday 30th June is when we as a school will say our final good-bye to the year group. It would be hugely disappointing if any student fails to meet our expectations in the lead up to study leave as this could mean that the Leavers' assembly or Dinner and Dance does not take place.

Before leaving TBSHS, all Year 13 students are required to obtain the appropriate staff signatures on the form provided overleaf to indicate that all school resources and equipment have been returned. I recommend they start this process sooner rather than later.

On behalf of the staff, I would like to take this opportunity to thank the year group for their efforts over the last two years and we wish them well in their final preparations. I would also like to thank you for the support that you have provided as your son/daughter has progressed through the school. The link between school and home is a vital one in ensuring that students fulfil their potential.

We look forward to celebrating our students' success on Thursday 17th August, when results will be available from school at 8am.

Yours sincerely

Mr M A Brunker
Assistant Headteacher, Head of Sixth Form



TBSHS: A truly all-round education



TBSHS Sixth Form Leavers' Form

Name: _____

Form: _____

Please complete this form by obtaining the appropriate staff signatures to indicate that all relevant school resources and equipment have been returned. **Mr Brunker will only sign off the form when all other sections are complete.**

To be completed and returned to Mr Brunker by **Monday 3rd July 2017.**

| Subject | Staff initials | Materials Returned: | Staff Signature |
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| Staff | Staff Signature |
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| Librarian/Library Helper | |
| Mrs F Price Locker Key/Fob | |
| Mr Brunker Head of Sixth Form | |