



Headteacher: Mr D Reeve BSc (Hons)

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24<sup>th</sup> April 2019

Dear Parents and Guardians,

**Re: Year 13 Study Leave and Leavers' Assembly - Friday 17<sup>th</sup> May 2019**

As I write, Year 13 students have only 15 full school days before the A2 examination period and their study leave will begin on **Monday 20<sup>th</sup> May** before the half term holiday. From this date, students need attend school only for scheduled examinations, including those on **Monday 3<sup>rd</sup> June**. Although this is a staff INSET day, the school will still be open for those with an exam.

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, Thursday 16<sup>th</sup> May is the last day of timetabled lessons for our Year 13 students as on Friday 17<sup>th</sup> May there will be a leavers assembly at 8.40am with the Headteacher and the Sixth Form Team, with the 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.

As I am sure you will appreciate, for the rest of the school this is a normal working day and there will also be a number of A-Level, BTEC and GCSE examinations taking place. Consequently, all Sixth Form students are reminded that normal school rules and expectations apply. Any transgressions will be dealt with according to our behaviour policy, and may result in individuals missing out on the Assembly and the Dinner and Dance altogether. 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 17<sup>th</sup> May. The Leavers' Dinner and Dance on Saturday 29<sup>th</sup> June is when we as a school will say our final good-bye to the year group.

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 15<sup>th</sup> August, when results will be available from school at 8am.

Yours sincerely,

Mr R H Stark  
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 Stark will only sign off the form when all other sections are complete.**

To be completed and returned to Mr Stark by **Monday 1<sup>st</sup> July 2019.**

| Subject | Staff initials | Materials Returned: | Staff Signature |
|---------|----------------|---------------------|-----------------|
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| Staff                          | Staff Signature |
|--------------------------------|-----------------|
| Librarian/Library Helper       |                 |
| Mrs F Price<br>Fob             |                 |
| Mr Stark<br>Head of Sixth Form |                 |