

16th December 2011

Dear Students and Parents

### **January Study Leave for Year 13 Students**

Public examinations run in school from Monday 9<sup>th</sup> January until Thursday 2<sup>nd</sup> February. As always, there is a balance to strike between minimising disruption and inconvenience to learning and permitting students to prepare for exams to facilitate optimal performance. Hence, the following arrangements have been made:-

During the exam period, Sixth Form students may take 'Study Leave' immediately prior to an exam (ie on the morning or afternoon immediately before an exam, not a day or so before!). Students must inform their subject teachers/Form Tutors in advance, if they wish to take leave during ordinary time, especially where lessons/registration may be affected.

In addition to these arrangements Year 13 students will be allowed to go on a full week's Study Leave from Monday 16<sup>th</sup> January until Friday 20<sup>th</sup> January. If students do need to visit school during this period (for any reason) they **MUST** ensure that they sign in/out at the Sixth Form office in the Common Room, for obvious health and safety reasons. They will not be directly supervised during the day. Some students who have fallen behind with work may be asked by their Heads of Year or Subject Leaders to come in to school to 'catch up' during that time.

We suggest that Sixth Form students needing to gain work experience may also wish to make use of this time, especially if they are not sitting exams during the January exam period.

If you require any further information regarding these arrangements please do not hesitate to contact me.

Yours sincerely



Mrs C McKeagney  
Acting Head of Sixth Form