



April 2017

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Dear Parent/Carer

Headteacher: Stephen Box

Year 11 Study Leave, GCSE Examinations and end of term arrangements

As I am sure you are aware, all teaching syllabuses are now almost complete and the GCSE examination period is rapidly approaching. To maximise their revision study time, students will be awarded Study Leave once the written examinations start. Students will only have to attend school for scheduled examinations and at other times may remain at home to revise. If home revision is not convenient, a place in school will be available for private study. If a student is on the premises, other than to attend an examination, he/she must sign in and out at the Raising Achievement team office, for health and safety reasons.

The first day when students will be able to study at home will be **Tuesday 9th May.**

A Year 11 Prize-Giving Assembly will take place on **Monday 8th May at 11:40.** Students must remain in full school uniform on this day. If individuals wish to have a school shirt signed by peers and/or staff, an extra shirt should be carried, not worn, and placed in a locker before the assembly. Parents of the main prize-winners will be invited and I would be grateful if this information remained confidential until the day!

Lockers

Lockers should be cleared and will be checked by tutors on the 8th May. Students will still have access to their locker during the examination period but must ensure that any last possessions are removed by Monday 26th June when books are returned. Any damage found and not reported will be assessed for repair and charged to the appropriate student. Following this date, the codes to all lockers will be changed.

Behaviour Expectations 8th May

I would like to take this opportunity to remind students that our expectations regarding behaviour are the same on this day as any other school day. We are giving advance notice that any students choosing to disrupt the good order of the school by behaving in an inappropriate manner will be sent home immediately, and risk not being allowed to sit their examinations here. Both of these sanctions have been applied in the past.

Examination Arrangements

A copy of information on Examination Procedures for Students and Parents is available on the website under: Curriculum, Examinations, and a copy was also issued to students earlier this academic year.

Book Returns

Friday 26th June has been set aside for the return of Year 11 text books. Students should see Mrs Cole in the Library any time between 9.00am and 1pm. **There will be no facility for book returns at any other time.** Students will be charged for any text books issued to them which are not returned. The Year 11 Book Deposits will be paid at a later date when we have taken into account any outstanding monies owed or monies to be credited (e.g. cashless catering accounts).

Sixth Form Induction Day Thursday 29th June

Students intending to return to the Sixth Form are also invited to attend the Induction Day on Thursday 29th June. On this day students will have the opportunity to meet external students, attend sample lessons, and participate in team-building activities. You will receive further details about these events as appropriate.

Uniform

As stated above, we expect all students to be correctly dressed in uniform for each of their examinations and at all times they are on school premises. After their last examination, any unwanted uniform in good condition, especially blazers, would be welcomed as a donation to our second hand uniform stock which the parents society resell.

Examination Results

GCSE results will be available on **24th August** in the main school hall from 10.00am. If the student is not available to collect their results, they can nominate a parent/carer to do so by providing the school with a signed letter, naming the individual who will attend on that day: this should be handed to Mrs Damoo **before you go on study leave**. Alternatively, a first class SAE should be provided so that results can be posted.

All students who have applied to study in the Sixth Form here and meet our entry requirements must confirm whether or not they wish to take up their place in September. A reply slip will be included with their GCSE results and they should complete this on results day. A failure to do this may mean that their place is offered to an external applicant. Anyone not coming into school on results day should email Mrs Chapman kchapman@shfgs.co.uk confirming their intentions **by 3.30pm on Friday 25th August**.

If your son or daughter is not planning to join our sixth form next year, I would like to wish them the very best, confident that Sir Henry Floyd Grammar School will have given them a firm foundation on which to build in the future. It is now a statutory requirement that we report where these students have elected to continue their education and they should email Mrs Chapman on kchapman@shfgs.co.uk with this information **by 8th September**. Those returning will be a most welcome addition to our thriving sixth form community.

Yours sincerely

Mr D Roberts
Head of Years 10 & 11