



1<sup>st</sup> May 2019

Dear Parent/Carer,

**RE: Y13: Study Leave, Presentation Afternoon, Prom and Results Day.**

As you are aware the exam season is fast approaching and staff and students are working incredibly hard to ensure all students reach their potential.

**Study leave**

Based on the exam timetable and commitments we have made the decision to start Y13 study leave from **Thursday 16<sup>th</sup> May** making Wednesday 15<sup>th</sup> May the last formal day of lessons. This has been shared with students and has been designed to help those who start exams before May half term to fully prepare for them. On **Wednesday 15<sup>th</sup> May** students will participate in all lessons as normal and then will be involved in celebration events during Enrichment. All students have permission to change into informal clothes for team based activities during break 2. We would ask that you remind your child that our very high expectations and code of conduct continue while they remain at Cox Green on this last day and during the exam period. Should a student choose to change into dress that be deem inappropriate or exhibit behaviour deemed disruptive to learning or property, or raise health and safety concerns our normal behaviour policy would apply. We want this last afternoon to be enjoyable and memorable for the whole school and wider community. Furthermore, should the school have any concerns with the conduct of students, this could lead to your child not being able to attend the end of year prom (this would not be refunded) or the leavers event, for example. We are sorry that we have to state this, but feel it is best that this is made explicitly clear to parents and students at this stage to avoid any confusion. Any students who put others in danger, harm school property or hinder the learning of other students will be asked to leave the school site with immediate effect.

Although study leave starts from this date, some departments may wish to have students attend lessons or revision sessions after study leave commences. This decision is made with the best of intentions and the expectation is that if your child is asked to come in to school for an exam preparations session they attend. As part of ensuring continuous provision and preparation, some students have been invited into revision sessions during the May Half Term.

**Exams**

Please remind students to arrive for any exam 15 minutes prior to the start time and with the correct equipment and uniform. It is really important that students are organised and ready for success in every one of their examinations. We cannot always guarantee ready access to specialist equipment that students are expected to bring. The students individual timetable contains clear guidelines on what is expected throughout the examination period and I would recommend encouraging them to read it.

### Presentation Afternoon- Thursday 4<sup>th</sup> July

In the coming weeks we will be sending out invitations to our Year 13 Presentation Event on Thursday 4<sup>th</sup> July, where departments and the school celebrate the achievements of our students one final time before they move on to the amazing futures they have planned. Please look out for your invite and thank you in advance for being part of our final celebration of Year 13.

### Leavers Prom

Just a reminder that Year 13 Prom is on Friday 5<sup>th</sup> July at Hilton St Anne's Manor, Bracknell from 7:30pm onwards. We believe that everyone who wishes to attend the leavers prom has signed up to do so, however, there is still a short amount of time where students who have not chosen to come can change their mind. Just tell them to speak to Carole Luurtsema who will facilitate a letter and give out further instructions so that the deposit can be paid. Please can those who have secured a place **pay any remaining balance by Friday 10<sup>th</sup> May**. I would also like to take this opportunity to say well done to Jessica Arnold and the Prom Committee for their hard work in sourcing a venue for Prom and their future hard work on planning an outstanding event.

### Results day

**Thursday 15<sup>th</sup> August** is results day and the school will be open for students to collect results from 9am. Some of you may not be aware that UCAS informs students about whether they have secured a university place before 6am on the morning of results day. This can be upsetting for students who do not secure their first choice university course and find this out through text or email message. Please be conscious of this on the morning of results day. Although it is unlikely to be needed, we do have Mrs Sara McKay and Mrs Carole Luurtsema on site to support students with any future pathway support and any wellbeing issues.

Students also have permission to study on the school site up until their final exam but they must sign in at reception and follow the dress code. Sport Academy students will also be invited in for training and game preparation as per their bespoke timetable. We wish all our Year 13 students the best of luck in their exams and will be available throughout this period of time to support them wherever needed.

Kind Regards,



Lisa Kiely

KS5 Achievement Leader