



Year 10 Examinations ~ Study Leave (Tuesday 18th April to Friday 28th April 2017 inclusive)

March 2017

Dear Parent

Year 10 examinations will take place from Tuesday 18th April to Friday 28th April inclusive. **Students will return to lessons on Tuesday 2nd May 2017.**

Students should already have received their examination timetable via Google. A copy is on the School Website. On days when students do not have examinations they will be allowed study leave to revise and prepare at home. During this period it is hoped to create an opportunity for students to become familiar with GCSE examination conditions; including study leave; they are expected to attend in school uniform. Please ensure your son/daughter reads and understands the following study leave rules:

1. Students attend School during this period **only at the times** they have examinations.
2. Students should arrive at school at least 20 minutes before the start of all examinations.
3. Registers will be taken in the examination rooms.
4. Examination locations will be displayed in the canteen.
5. If students only have examinations later in the day, they should arrive at school no later than 20 minutes before the examination start time.
6. After their last examination of the day, students should go straight home.
7. When in School, students should either be in an examination or revising in the Canteen/Canteen Extension, not wandering around the School premises, inside or out.
8. Students must not abuse this freedom and any such abuse will result in this privilege being immediately removed.
9. If your child is unwell and unable to attend an examination, please telephone the Exams Office on 020 8298 2340, **please do not telephone the Attendance Office.** *If your child is ill on a non-examination day, please inform the Attendance Office as you would for a normal school day.*

Students not granted permission for study leave will use allocated study locations within school at all times.

Please click on the link below and complete the Google form to indicate whether you grant your son/daughter permission for study leave. **If the Google form is not completed we will assume that you do not give permission for your child to take study leave and study leave will therefore not be permitted.**

[Year 10 Study Leave Permission Form](#)

Yours sincerely

P Johnson
Director of Studies, Year 10