



October 2016

Dear Parent

**Year 11 Mock Examinations**

I am writing to request your permission to allow your son/daughter to have study leave from Wednesday 7<sup>th</sup> December to Tuesday 20<sup>th</sup> December 2016 inclusive. Each Year 11 student should have received the examination timetable and be aware of which sessions they need to attend. Students will only have to attend the relevant examinations during this period, unless they lose this privilege for disciplinary reasons. They are expected to attend in school uniform. Registers will be taken in the examination rooms. Any amendments/details relating to a particular day's examinations will be displayed in the Canteen on that day. Students should check this board as they enter the school. In cases of serious illness will you please notify the **Examinations Office on 020 8298 2340 in advance of examinations** but please note that we are prepared to accept all "walking wounded" in the exam rooms. *If your child is ill on a non-examination day, please inform the attendance office as you would for a normal school day.* I would like full attendance if possible in order that students experience the rigours of GCSE examinations.

A small number of students who I feel will not benefit from study leave as they lack the necessary self discipline and motivation needed, will be required to attend school throughout the exam period. These students will be notified separately.

**These arrangements will also apply during study leave for the examinations next May and June.**

Thank you for your support and attendance at the Year 11 Parents' Evening. The Year group is feeling under pressure at the moment but most students are working hard and aiming to achieve high standards. Many students who were too casual in previous years are now trying to turn things around and the general attitude is positive and forward thinking. I am very pleased with the progress they have made.

Yours sincerely

**Mrs A E Boulden  
Director of Studies Year 11**

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Please return to: Mrs A Boulden, Director of Studies Year 11 via Form Tutors

**Year 11 Mock Examinations**

Name of Student: ..... Form: .....

I grant permission for my son/daughter to take study leave between 7<sup>th</sup> December and 20<sup>th</sup> December 2016. I understand the conditions which apply to this.

Signature of Parent/Guardian: ..... Date: .....