



Headteacher: Mr S C Elphick

Bexley Grammar School
Danson Lane, Welling, Kent, DA16 2BL
A Specialist Language College
and IB World School
Tel: 020 8304 8538

e-mail: enquiries@bexleygs.co.uk

November 2017

Dear Parent

Year 11 Mock Examinations

I am writing to request your permission to allow your son/daughter to have study leave from Thursday 7th December to Wednesday 20th December 2017 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. They are expected to attend exams in full 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.** Kindly note 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 lack the required motivation and self-discipline to benefit from study leave 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 in May and June.

Yours sincerely

Mr A Mackle
Director of Studies Year 11

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Please return to: Mr A Mackle, 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 7th December and 20th December 2017. I understand the conditions which apply to this.

Signature of Parent/Guardian: Date: