

16th May 2019

Dear Parent/Carer,

Re: Study Leave

Year 11 students are now at the start of their final GCSE and BTEC examinations. We continue to be impressed by their efforts and we are sure that they will be successful with continued private revision, attendance to the UTC and attendance to intervention sessions.

Our normal timetable will continue until further notice and students are expected to attend until this time. Timetabled lessons are still taking place and students are still engaged in bespoke revision sessions with their teachers. In some subjects, students still have the opportunity to improve their controlled assessment/coursework and therefore their overall grade/mark. We feel that focused exam preparation in school supported by teachers will maximise exam performance for your son or daughter.

Study leave is granted at the discretion of the Headteacher and decided on a student by student basis. Students who have not been granted study leave are expected to attend their normal lessons as per the examination and lesson schedule previously issued. If students fail to attend the UTC, and do not have evidence which will allow that absence to be authorised, they will be marked as an unauthorised absence as per our normal attendance policy and legal duty. This is noted on their attendance record that both employers and/or colleges will request.

May I take this opportunity to remind you that morning exams must begin at 9.00am (students are expected to arrive 30 minutes before at 8.30am and breakfast items are available to students at no cost) and afternoon exams must start at 1.30pm. Students need to be in full school uniform throughout the exam period. Please contact the UTC as soon as possible if there are any issues on the day of an examination.

Thank you for your continued co-operation.

Yours faithfully,



Mrs E Delahunt
Head of College