

JMI/lpu  
14<sup>th</sup> May 2010

Dear Parent/Carer

**Re: Year 11 Revision and Examination Arrangements**

Further to my letter dated 18<sup>th</sup> March 2010, I am writing to confirm the arrangements that the school has in place to support your son/daughter's revision in the final week before half term.

From Thursday 20<sup>th</sup> of May until Friday 28<sup>th</sup> of May revision lessons will resume for all Year 11 students in between GCSE examinations. Teachers will be expecting students to attend these sessions during this period and students should register in their tutor groups at 8:45am if they do not have a morning examination. For those who do have an examination they should go to the Dining Hall, lining up from 8:45am. Please note that examinations taking place first thing in the morning will begin punctually at 9:00am and registers will be taken by invigilation staff. Full school uniform must be worn at all times whilst students are on the school site.

From Monday 7<sup>th</sup> June if students are coming into school to see a member of staff, they must sign in and out at Student Reception. A supervised room will be made available for quiet revision from this date.

I should be grateful if you would sign the reply slip and return to the school via Form Tutors by Tuesday 18<sup>th</sup> May.

We wish your son/daughter every success in the forthcoming examinations.

Yours sincerely

James Mitchell  
Assistant Headteacher

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**Acknowledgement slip for Year 11 Revision and Examination Arrangements Letter**

I \_\_\_\_\_ Parent/Carer of \_\_\_\_\_ in Form 11 \_\_\_\_\_  
acknowledge receipt of the Year 11 Revision and Examination Arrangements letter dated 14<sup>th</sup> May 2010.

Signed \_\_\_\_\_