

# Chadwell Heath Academy

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Head Teacher: Mr S N Bull.

Dear Parent/Carer,

Date: April 2018

## **Re: Year 11 Study Leave arrangements 2018.**

The examination season is now fast approaching. Your son/daughter will soon be given their examination timetable stating the dates and times of all examinations for which they are entered. This information will also be available on the Schools Website, [www.chadwellacademy.org.uk](http://www.chadwellacademy.org.uk). Once you are on our homepage follow these links - parents – Year 11 – examination information. Below I have outlined study leave arrangements for this year.

### **Prior to Half Term:** (up to and including week ending 25<sup>th</sup> May 2018)

- Students are to attend lessons **as normal**.
- The **only exception** to this will be when students have an examination. In this circumstance students may take **the day before** as study leave. If the examination is in the afternoon, students may also take the morning of the examination in addition to the previous day as study leave. If the timetable permits, extra revision classes may also be scheduled the day before an examination. Students **must** also attend these classes. Students will be advised of these sessions closer to the time.
- Students attending lessons in which the GCSE has **already been taken** will revise for their next examination. It will be the responsibility of students to ensure that they have sufficient revision material with them.
- If an examination is due to take place on Monday, students **must not** take the Friday before as study leave.

For your information, Year 11 leaver's assembly will be held Friday 25<sup>th</sup> May 2018 at 2.45 pm.

### **After Half Term:** (Week beginning 4<sup>th</sup> June 2018)

- Students come to school for an examination or to attend a lesson where the examination **has not** yet been taken.

I would like to remind you that any student who misbehaves during this very important period may lose out on the chance to attend leaver's assembly and/or Year 11 Prom. Poor behaviour may also lead to any offer of Sixth Form being retracted. In the days leading up to leaver's assembly students may bring shirts into school so that their peers can sign them. Students must not at any time wear these shirts.

I would also like to remind you that students need to be in school in good time and full school uniform before the start of an examination and in any case, no later than 8.40am for a 9.00am start and 1.40pm for a 2.00pm start. It would also be appreciated if mobile phones could be left at home on the day of the examination.

Please also note the dates for Sixth Form Induction are **June 26<sup>th</sup> – June 29<sup>th</sup> 2018 inclusive**.

Please contact me on the above number if you have any questions regarding the above.

Yours Sincerely,

Mr A Rumble  
Deputy Head Teacher.