

14 June 2017

Dear parent/carer

### **YEAR 11 SUMMER TERM ARRANGEMENTS**

I am delighted at the way Year 11 have approached their examinations. They have been exemplary and we look forward to seeing them on results day – Thursday 24 August between 10am and 12 noon. Here are the arrangements for Year 11 for the next few weeks.

Your son/daughter has been given a revised timetable which shows when they must attend school. This includes sessions for ECDL – an IT qualification equivalent to a full GCSE. This is compulsory for all. Students will work at their own pace through 4 units, each culminating in an end of unit test. They must sign up to indicate when they will be attending school for these sessions as the number of computers available at any one time is limited.

Each student will also be issued with a Course Completion form which indicates the following criteria:

- all examinations have been completed, including ECDL;
- all coursework has been completed;
- all borrowed resources have been returned;
- all library books have been returned
- locker keys have been returned

Once this form has been signed off students will be able to leave.

I look forward to seeing you at the Graduation Assembly on 07 July, details of which will be sent out shortly, along with arrangements for the Year 11 Prom on 14 July.

Yours faithfully,



**Helen Winn**  
Interim principal