



Dear Parent/ carer/ student,

**Re: Year 13 Study Leave letter and intervention and exam warm up timetable**

Good morning, I am writing to communicate study leave arrangements for year 13. You will receive a more detailed letter about examinations after Easter.

Year 13 will be granted study leave from Monday 11th May however they are expected to attend their timetabled lessons until they have completed their final exam in that subject. If students have an external exam at the same time as the lesson they must of course be in the examination. During study leave students are not expected to attend tutor time, supervised study or stay in school for their free periods. However, if students want to use the school to study, they are allowed to do so, and the usual spaces will be available to them.

Students should not be coming in and out of school and should arrive for 8.30am if they have a morning exam. If they have a lesson period 1 they should attend form time. If they have an afternoon exam, they should arrive by 1pm. If students are not attending form time to be registered, they should sign in at reception and then sign out as they leave. It is critical that we know where students are.

I have attached the intervention sessions and exam warmups that are being put on by staff so please do ensure your child attends these sessions. Please remember any students who are on a Learning Support Plan will not be granted study leave, this is not a punishment but a mechanism to help make sure they achieve the best possible grades and have access to their teachers when they need it.

Attendance is key as we approach exams, please do ensure that your child is in school and attending the critical revision sessions staff are putting on for students throughout the examination period.

We look forward supporting your child through this important time.

Yours sincerely

**Mrs Owen**  
**Assistant Head Teacher**  
**Head of Sixth Form**

