



May 2016

Dear Parent/Carer

## Important Dates for Year 13

I would like to take this opportunity to notify Year 13 Students and parents/carers of some important dates relating to the Sixth Form:

- After the May half term break (week commencing Monday 6<sup>th</sup> June), Year 13 students are only required to attend lessons for those subjects in which they have not yet been examined (for those studying A Levels) or signed off as having completed all coursework (BTECs).
- Students who have completed their work to the highest possible standard in BTEC subjects should continue to be registered by their timetabled subject teachers until May 27<sup>th</sup>. Once registered, students should take every opportunity to complete any outstanding work in their other subjects. The final date for the submission of BTEC coursework is Friday 10<sup>th</sup> June 2016.
- Students who wish to leave the school site after registering with their teacher must swipe/sign out. From Monday 6<sup>th</sup> June students only need to attend lessons for which work is still to be completed.
- When a student has completed all assessment requirements for all of their subjects (coursework and examinations) they must get a Leavers' Form from Mrs Aldred. This form must be signed off by all relevant subject teachers, all books/resources and lanyard must be returned and outstanding payments made before the student can officially leave.

## Post Examination Information

On Friday 8<sup>th</sup> July 2016 the Sixth Form Prom will take place at Hazlemere Golf Club between 7pm and 11.30pm. Students are reminded that they must have a ticket to enter the event, and that they will need to organise transport to and from the venue. All replies must be received by Friday 27<sup>th</sup> May 2016.

A-Level results are available in the main Reception area of the school on Thursday 18<sup>th</sup> August 2016, from 9.30am. All students need to collect their results, or inform the school if they are not available on this date, so that alternative provisions can be made. If students wish parents/carers to collect results, then we must have a signed letter from the student, confirming this arrangement. If students wish to have the results posted to them at home they will need to inform the school and provide the school's Examinations Officer with a stamped addressed envelope.

I wish all Year 13 students the best of luck over the next few weeks. If you have any queries then please contact me at the school.

Yours sincerely

**Mr A Hencken**  
**Acting Head of Sixth Form**

Head: Mark Mayne

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