



May 2017

Dear Parent/Carer and Year 13 Students

## **RE: Important Dates for Year 13**

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

Year 13 Students will begin Exam Leave on **Friday, 26 May 2017**. However, students are required to still attend classes for the courses they have not yet completed, whether that is a BTEC submission or an A Level exam.

From Friday, 26 May 2017 all Year 13 students who attend school for lessons or revision sessions must register when they arrive in school and when they leave; they must use their signing out card in order to do this using the machine in the Sixth Form Common Room. Students taking examinations will be registered in the exam room and do not have to observe this procedure. Students undertaking an A-Level in an Arts subject will have completed their courses by Friday, 26 May 2017 and will not need to attend these lessons after this date.

Students who have not yet completed their BTEC coursework must attend every lesson until it is completed. The final date for the submission of BTEC coursework is 9 June 2017. However, please be aware that in some subjects earlier deadlines might be in place; students have been informed of this.

Students in Year 13 must return all subject textbooks, library books, and other resources which they have borrowed, to Mrs Hallam in the LRC as soon as they have completed their course and immediately after their final examination date. Any books which are not returned on the day of the examination must be returned by Friday, 30 June 2017 at the latest. All students are required to return all books, equipment and resources they have borrowed for each subject. Students must complete the 6<sup>th</sup> form signing out sheet which is attached to the bottom of this letter.

## **Post Examination Information**

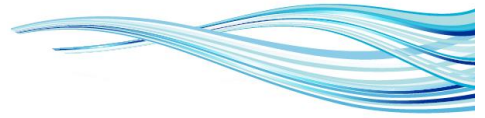
On Friday, 30 June 2017 the Sixth Form Prom will take place at The Kings Hotel in Stokenchurch, with the evening commencing at 7.30 pm and finishing at 1 am. Students are reminded that they must have a ticket to enter the event, and that they will need to organise transport to and from the venue. All replies must be received by Friday, 19 May 2017.

A-Level results will be available in the main Foyer in A8 on Thursday, 17 August 2017, from 9.30 am. All students need to collect their results, or inform the school if they are not available on this date, so that alternative provision 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, then 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

**Mrs E Le Count**  
**Head of 6<sup>th</sup> Form**



## **6<sup>TH</sup> FORM SIGNING OUT**

This form must be completed by **ALL** Year 12, Year 13 and Level 2 BTEC students who have finished their courses at Sir William Ramsay School. You **MUST** obtain the member of staff's signature for each subject or area to indicate that all your books and resources have been returned and outstanding fees paid.

This must be done by the date of your last exam.

When completed, this form, ID badge and lanyard should be returned to and signed by any of the following: Mr Carter, Miss Le Count or Mrs Carro.

The final day for signing out for all 6<sup>th</sup> formers is Friday, 30 June in the LRC with Mrs Hallam.

<b>STUDENT NAME:</b>	<b>FORM:</b>
----------------------	--------------

Subject/Area	Signature	Fees paid?
Subject 1		
Subject 2		
Subject 3		
Subject 4		
GCSE English		
GCSE Mathematics		
Learning Resource Centre		
ParentPay		

All outstanding fees will need to be paid by Friday, 30 June. A thorough check will be made to ensure there are no outstanding books or fees due. You will be expected to pay for any outstanding books that have not been returned.

Your lanyard and student ID badge will need to be handed in on signing out.

### **EXPECTED PLACE OF WORK/STUDY FOR NEXT YEAR (THIS IS ESSENTIAL INFORMATION):**


Signed: Mr Carter, Miss Le Count, Mrs Carro:

--