Thomas Tallis School

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June 2013

Dear Parent/Carer,

**Attendance of Year 11 3rd-14th June 2013**

In this busy exam period we would like to clarify what our expectations of Year 11 are at the moment as we are aware there is some confusion. The conduct of most students during the examinations has been superb and we continue to be proud of how they are approaching this challenging time. However, there are some students who are not clear about what is expected which is clearly outlined below:

1. Students are to attend all lessons where their exams have not taken place.
2. Students studying BTECs should be in their lessons until their course is completed.
3. Students do not have 'free' lessons when they are in school - they should attend their normal lessons, and revise for other subjects if they have completed the coursework or examination.  They will be supervised during these sessions.
4. Students must wear full school uniform when on site and will not be allowed to sit exams if they are not wearing uniform.
5. Up until 14th June students need to register/sign in when they arrive at school – and should not leave school until the lesson they have completed has taken place. They must sign out of school so that we know they have left.
6. Once students have left the school they must not return, and need to go home and not hang around in the local area.
7. We cannot emphasise enough that if any student does not follow these expectations – which would include leaving school and failing to attend lessons - they will jeopardise their place at the 6th Form and/or any reference the school will write for a college place.

After 14th June students only need attend lessons that have not yet had the exam, or in which coursework is still outstanding, and they only need attend school for these lessons. They will be expected to be in full uniform during this time.

Yours sincerely,

Douglas Greig Paul Avery Jeanette Harding

Acting Head of School Deputy Head Teacher Pastoral Leader Year 11