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To Parents and Carers of Students in Year 11

Dear Parents and Carers

Study Leave

I am writing to let you know that Year 11 students will be going on Study Leave from Monday 2 June 2014. As we have a half term break from Monday 26 May until Friday 30 May, their last official day in school will be Friday 23 May 2014. The study area will still be available from 2 June for any student to come in to school and use if they wish to do so.

Students will still need to be in school after Friday 23 May for the following:

- Students taking BTEC or other coursework subjects will still be need to attend school from Monday 2 June until their teachers have officially signed them off.
- Students who are sitting examinations between Monday 2 June 2014 and Monday 23 June 2014 will still attend classes in their particular subjects until they have sat the public exam for their particular subject.

From Monday 2 June, when students arrive at school, they will sign in at Reception; they must be in school uniform. Students will also sign out at Reception when they leave the school site.

This is a very important time for your children and we appreciate your full support in helping them through the exam period. Could you please make sure that your child attends all relevant sessions and examinations, on time and properly prepared with the correct equipment.

Your child will also have been given equipment and books to help with their courses and these items will need to be returned to the right departments. The students will be given a form which they will need to make sure is signed by subject teachers, the library and tutors when they return any equipment. Please could you make sure that your child returns these items and that everything is signed for on their form.

If you have any queries please contact me by email darmstrong@thomastallis.org.uk or by telephone on 020 8856 0115 ext 3007.

Thank you for your continued support and a reminder that we will be holding our TTRA Celebration at the school on Friday 4 July.

Yours sincerely

Denise Armstrong
Head of Year 11