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Dear Parent and Year 11 Student

I am writing to advise you of the arrangements for the Leavers' Assembly on Thursday 23 May 2019.

- The Leavers' Assembly will take place in the hall on **Thursday 23 May 2019 at 11.30** after the English exam. The assembly is for students only.
- To allow all students to complete their English exam students will be invited for a buffet and drinks before the assembly begins thus allowing all students to complete their exam in the time allotted to them. Students finishing later due to extra time will still be able to have the buffet. Following the assembly, Year 11 students will be directed to the Schering Suite where they can collect their Leavers Hoodie (if they have ordered one).
- Students will be expected to leave the school premises as soon as the assembly finishes. As the school is situated in a village, we are especially aware of the impact pupil behaviour can have on local businesses and residents. Consequently, we ask that pupils leave the village and go straight home when they leave the school.
- Please note that tickets for the Prom will be handed out before the assembly (during the drinks & buffet) to those students who have registered to go and have paid for their attendance. *However, if the Prom has not been fully paid for and/or if there any outstanding Canteen or Library debts, we will be unable to hand out the Prom ticket.*

I am very proud of how the students in our year group have been working and behaving in lessons as they make the final preparations for the exams. Their positive attitude is impressive. On occasions, however, the inevitable excitement at this point in their school career can overflow into thoughtless behaviour. Any such behaviour could jeopardise student's attendance at the Prom. It must be remembered that the school must continue to function for all other students in a safe and orderly environment.

I should like to end by thanking you for all the support you are giving your son/daughter. I sincerely hope your son or daughter realises his/her potential in the forthcoming GCSE examinations.

Yours faithfully

K Lusk
Achievement Leader Year 11

