



Manningtree High School

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April 2019 – Leavers Arrangements 2019

Dear Parent/Guardian

As you are aware, the GCSE examinations are almost here and many of our Year 11 students have already completed controlled assessments across different subject areas.

A copy of the exam timetable as well advice and information regarding preparation for and conduct during the exams is available on our school website under Information >> Exams or at the following web address:

<https://www.manningtreehigh.com/index.php/exams-stu>

I would also like to refer you to our website where you can find details of extra revision resources recommended for our Year 11 students by teaching members of staff:

<https://www.manningtreehigh.com/index.php/year-11-revision>

In order to support our Year 11 students as much as possible, their timetable will be interspersed with revision sessions for certain subjects in lieu of lessons where exams are completed. A bespoke timetable of these sessions will be made available to students.

Year 11 students will therefore be attending school full time until **7th June**. After this date, there may still be extra revision sessions for students to attend and a revision room will be provided should students wish to stay in school. Students are only obliged to attend lessons in which examinations are still being held after this date.

It is imperative that students sign in and out at the school office after 7th June

Year 11 students should not be seen wandering the corridors or out on the school field or 'loitering' outside school during the school day after **7th June**. I am sure you appreciate that the rest of the school operates as normal during the exam period and other students' learning must not be affected.

Students **must** attend all examinations in their suits. I am confident that they will maintain the excellent attitude and behaviour which has been evident during recent controlled assessments and mock exams.

There will be a '**Leavers Assembly**' for students on **Thursday 20th June** in the Small Sports Hall during **Period 4, 12pm – 1pm**. Students attending the Leavers Assembly must wear their suits but can bring an old school shirt for other members of the year group to sign. Preparations for the Prom on **Friday 28th June** are underway and the evening promises to be a great success.

I would like to take this opportunity to remind you that attendance at these prestigious school community events is a privilege which is entirely at the school's discretion. Should the behaviour and/or conduct of any Year 11 student cause us significant concern, then we reserve the right to prohibit them from attending.

Please note that the official leaving date for Year 11 students at Manningtree High School is **Friday 28th June 2019** and the examinations results will be available from **9am on Thursday 22nd August 2019**.

Could any Year 11 students who have school lockers please return their keys to Mr Tyler in the Site Manager's office or Mrs Farrow in the office **on or before their last day in school**.

I would like to take this opportunity to acknowledge the motivation and determination to achieve which has been clearly evident amongst our Year 11 cohort.

I wish them all the very best in their examinations and trust that their hard work will be rewarded with the best outcomes on results day.

Yours sincerely

Mrs R Howlett
Key Stage 4 Manager