

Ck/BSD/sixthform/year13leavers  
28 April 2017

Dear Parents/Carers and Year 13 students

**RE: Arrangements for the end of Year 13**

Year 13 students are now close to completing their courses. Once your son/daughter has completed his/her course teaching staff will inform the Sixth Form team. Your son/daughter will need to ask staff/parents to complete the attached signing off form, which needs to have all the required signatures, before they are permitted to finish and he/she needs to return any loaned course materials. Year 13 students must be available, if required, to come in to school to complete administrative tasks and also to attend leavers' events, details below. Your son/daughter will officially leave school on Friday **26 May 2017**.

Prior to 26 May any students who have an AS/A level are entitled to take the day off before the exam as study leave.

Following this official leaving date, if your son/daughter is sitting an AS or A2 exam he/she is expected to attend classes in that subject until they sit the exam. If your son/daughter has any assignments to complete he/she will be expected to attend until these are completed and signed off. There will be no requirement for the students to register, but they will be expected to sign in and out at the sixth form office for Health and Safety reasons.

**Leavers Events:**

23 May	8.30am	Sixth Form Photograph/Assembly
26 May	10.30-11.30am	Leaver's Brunch in Sixth Form Area (Students will leave school after this event)
26 May		Sixth Form Leaver's Ball Farleigh Golf Club

**Examination Results:**

Thursday 17 August                      Publication of A level results at 10.00am in the Sixth Form Block

**Procedure for results day**

Staff will be available to offer guidance and support. Your son/daughter must bring UCAS details so that he/she can log into UCAS track. He/she will need a mobile phone and contact telephone numbers for his/her firm and insurance choices. Should he/she need to consider Clearing or have become eligible for Adjustment; staff will be available to support your son/daughter. Remember, admissions tutors will only talk to your son/daughter so he/she should not be on holiday at this time.

We wish you every success for the future.

Yours sincerely



Ms B Doherty  
Vice Principal

## Year 13 Signing Off Form 2017

Student Name:..... Form: 13.....

Subject module/units	Completed all work YES/NO	Returned books/materials YES/NO	Teacher	Teacher's Signature

- I am satisfied that the above named student has met the requirements for signing off
- The student has emptied his/her locker and given me the key

Form Tutor Name..... Signature.....Date .....

.....

**I give permission for my son / daughter to be signed off from school as they have now completed all subjects/units/modules. I understand that my son/daughter must be available to come into school, should they be required to do so by members of staff.**

Parent/Carer Name: .....Signature: .....

.....

I am satisfied that .....has met ALL the requirements for signing off

MS DOHERTY Signature.....DATE: .....  
(Ms Doherty)

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**\*Once all parties have signed the document it is the student's responsibility to pass this form to Mrs Kelly who will notify Mrs Harris, Attendance, General Office, and the relevant form tutor.**