



Ambition, Altruism, Achievement

Incorporating: Codsall Community High School, Bilbrook CE Middle School & Perton Middle School
Executive Headteacher: Mr A Harding BA (Hons) NPQH



Dear Parent / Carer,

End of Year Arrangements for Year 13

As students continue to diligently apply themselves to their studies, I wanted to inform you of the end of year arrangements for Year 13.

Study leave for Year 13 students will start after May half term on **Monday 5th June**. Students will only attend school for exams, scheduled revision classes, or individually to seek support from their teachers at this time. Students will continue to attend lessons as normal up until this point.

Please can you ensure that your child is available to attend school on **Wednesday 28th June**. This is the national exam contingency day set by the exam boards in the event of national or significant local disruption to exams.

For those students who have an exam before May half term, they should get a permission slip, from student support, which should be signed from subject teachers giving permission to miss lessons to prepare for an exam. For example, students will be given permission to miss morning lessons in preparation for an afternoon exam, or miss afternoon lessons to prepare for a morning exam the next day.

Please be aware as part of recognising the maturity of our students we would expect the process outlined above to be followed. As this is a privilege for Sixth Form students, those who do not comply will need to attend school at all times.

Once students have completed their last exam in a subject area, they will need to collect a subject sign off slip from student support to allow them to cease attending lessons in that subject area. When this is signed by staff, it will confirm that all required components of the course have been completed and submitted.

There will be a small leavers event in school for Year 13 which will take place on Tuesday 27th June. This is a chance for students to get together for one last time in school. There will also be a Sixth Form ball on Thursday 29th June for those who would wish to attend.

More details of these events will follow in due course.

If you have any questions about this, please email sixth@cc-hs.com.

Yours faithfully,

Mrs Mayor
Head of Sixth Form

Codsall Community High School

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