

«Parental_Salutation»
«FullAddressLabel»

10th May 2018

LFB/JHR/Summer Arrangements18

Dear «Parental_Salutation»

Re: Year 12 Summer Arrangements

Modules 5 and 6 are busy for Year 12 students, so I am writing to inform you of key dates and events that are coming up.

Post-18 Options

Throughout Module 5, Year 12 students are receiving guidance in Thursday Briefings on each of the options available to them after the conclusion of Year 13. They are learning about employment, apprenticeships, gap years and university study. It is hoped that they will finish Year 12 with a clear idea of which option suits them and a clear idea of what they need to do to achieve their goal. I would like you to feel knowledgeable and able to offer support, so I would like to invite you to attend a **Parents and Carers Briefing on Tuesday 22nd May from 6.30pm till 8.00pm in the Lecture Theatre**. Please complete the reply slip at the end of this letter to indicate whether you will be attending and return it to Post-16 Reception.

Post-18 Destinations Event (postponed from February)

As we had to postpone this event due to the snow earlier this year, I am pleased to invite you to the Academy on **Tuesday 17th July from 5.30pm till 8.00pm**, when external presenters will share a carousel of presentations about employment, apprenticeships, gap years and university, for which you can either opt in or out with «FirstName», depending on their intentions for the end of Year 13, ie you only need to attend sessions that are relevant. Please complete the reply slip at the end of this letter to indicate whether you will be attending and return it to Post-16 Reception.

Internal Examination Week and Reading Week

The timetable for Year 12 lessons will be suspended from **Monday 2nd July to Friday 6th July**, as this week is Internal Examination and Reading Week. Subjects in which students have taken external public examinations will set required reading to be undertaken during that week. Subjects in which no external public examinations have been taken will set internal examinations. Students will only attend the Academy when they have an internal examination. They will return to school on **Monday 9th July**.

The dates for these examinations are as follows:

Monday 2nd July - Periods 1 and 2: Block A subjects (Product Design, English Literature, Social and Cultural Anthropology, ITGS, Spanish and PE).

Monday 2nd July - Periods 4 and 5: Block B subjects (English Language and Literature, Global Politics, Psychology (A), Computer Science, French and Chemistry).

Tuesday 3rd July - Periods 1 and 2: Block C subjects (Psychology (IB), Mathematics (A) and Biology).

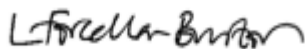
Tuesday 3rd July - Periods 4 and 5: Block D subjects (Business Management, History, Mathematical Studies (IB) and Physics).

Please support «FirstName» by encouraging «HimHer» to revise for «HisHer» examinations thoroughly, making sure «HeShe» eats and sleeps well during that week and ensuring they attend all of their examinations. If «FirstName» cannot attend an examination for medical or emergency reasons, we will need a doctor's note or email/letter from you to explain the absence. These should be directed to Jane Wilson-Hart at reception who can be contacted on 01322 620439 or email jane.wilson-hart@leighacademy.org.uk . Failure to provide these will result in a U grade being awarded for that subject. Since morning examinations will start at 8.30am, students will need to register with their subject teacher in the examination room at 8.20am. Afternoon examinations will start at 1.15pm, so students will need to register with their subject teacher in the examination room at 1.05pm.

End of Year arrangements and enrolling for Year 13

Year 12 students will finish the school year on **Tuesday 17th July at 3:15pm**, but only if students are completely up-to-date with school work. Students with work to complete may be asked to attend until Tuesday 24th July. External public examination results will be released to Year 12 students on **Thursday 16th August from 10.30am**. All students will need to re-enrol on this date, by meeting with either me, their Assistant Head of College or their Head of College in the Restaurant. Students who have not achieved at least the equivalent to a D grade in either external or internal academic examinations will be re-examined in Module 1 to ensure that they are on track to pass the two year course. If students have not achieved at least a Pass in external vocational examinations, they will take compulsory resit external examinations in January 2019. Each student's situation will be carefully considered, on a case by case basis, taking into account the factors that have contributed to the grades achieved. As the majority of courses are now two years in duration, it is vital that we make sure that all students continue into Year 13 on a pathway on which they can succeed next year.

Yours sincerely



Mr Lee Forcella-Burton
Assistant Principal
Director of Post-16

«FirstName» «LastName» «StudentTutorGroup»