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5 December 2011

Dear Parent

ARRANGEMENTS FOR THE LAST DAY OF TERM

As you know, the last day of this term is **Friday 16 December**. The school will be closing early for most students on this day; students will be dismissed at 1.45 pm. Your daughter should come fully prepared for Periods 1 to 4 and make sure that she brings the correct books, kit and equipment for these lessons.

Please note that students who have absence notes outstanding that have not been handed in by 3.40 pm on Tuesday 13 December will not be permitted to leave until 2.45 pm on Friday 16 December. These students should report to Student Support Services at 1.45 pm to do Community Service until 2.45 pm. Year 9 Early Entry GCSE and Year 10 and 11 students with coursework outstanding will also be required to remain on site, until 3.40 pm. These students should report to Mrs Jacobson and Miss Phillips in C314 at 1.45 pm.

I would be grateful for your support by not asking us to make an exception for your daughter if she falls into one of the above categories. You will appreciate that it is difficult to apply a rule fairly and consistently if parents ask for their daughter to be the exception.

The Forum will be open from 8.00 am to 2.00 pm on the last day of term with a limited range of food at lunchtime.

Buses and coaches will leave at the normal times on the last day of term. If you would like your daughter to remain on site until the end of the school day, please complete and return the reply slip below to Student Support Services. Your daughter should report to Student Support Services at 1.45 pm on this day; please note that the Learning Centre will close at 3.40 pm.

The last day of term will also be a Mufti Day to support our school charity for 2011-12, 'Horizons', a local sports club for disabled children. We hope that you will support us in raising money for this worthy cause. If your daughter wishes to take part, she should bring £1 to registration on Friday 16 December.

Normal school rules regarding uniform will be relaxed for the last day of term; however, when deciding on her outfit, your daughter will need to bear in mind the health and safety implications for certain lessons, particularly Science, Technology and PE. During these lessons, hair will need to be tied back and, for PE lessons, all jewellery should be removed. Whatever your daughter chooses to wear, it must also be suitable for travelling to and from school. Please note that garments covering the face or whole body are not permitted. We would also not expect students to wear shorts or very short skirts (without leggings), low cut or strappy tops or to have bare midriffs. Leggings with an appropriate top are perfectly acceptable. Shoes should be of a sensible height and any jewellery that is expensive or of sentimental value should be left at home.

We look forward to seeing your daughter at 8.45 am on Wednesday 4 January for the first day of the Spring Term.

With best wishes for the festive season.

Yours sincerely



Mrs Sally Jarrett
Deputy Headteacher

Fortiter Fideliter Feliciter

Courageously Faithfully Joyfully



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Please note that this reply slip only needs to be returned if you wish your daughter to remain in school for the afternoon of the last day of term. The slip should be returned to Student Support Services by 3.40 pm on Tuesday 13 December.

I would like my daughter to remain in school until 3.40 pm on Friday 16 December

Student's Name: _____ Tutor Group: _____ Learning / Year Group: _____

Signed: _____ (parent) Date: _____