



**Headteacher : Dr Simon Letman BA, MA, EdD**  
**Deputy Head : Nicola Shelley**

27<sup>th</sup> April 2017

Dear Parent / Carer,

## **End of Year 11 Arrangements**

As your child's time at Holbrook Academy comes to a close, I am writing to you to make sure all end of year arrangements have been clearly communicated.

### **Update**

I am very pleased with the focus, behaviour and attitude of Year 11 as a whole. Progress in lessons is good and the behaviour of the year group overall is very impressive. Many students are regularly staying for after-school revision classes. I am very impressed with the contribution Year 11 made to the school production and their continued work as Prefects. Added to all these positive points I do feel the maturity of the year group has set an atmosphere and ethos around the Academy that has provided all other year groups with role models to aspire to.

### **Revision Opportunities**

In the coming weeks I would encourage all students to make use of the extra learning opportunities staff are offering during the day and after school. Details of the after school opportunities have been emailed home and are also available on the Letters Home page of the website. A late bus is provided for students every Wednesday and Thursday (if required). Extra revision with a teacher can make such a difference to a students' overall grade/achievement. Please encourage your child to make the most of these opportunities.

### **Learning Resource Centre (LRC)**

Year 11 students are able to use the LRC at break and lunch, Monday to Thursday, with priority use of ICT on Tuesdays. The room will cater for students who want to work or revise.

### **Examination Period**

Once the GCSE exams start, normal lessons will run, either providing specialist exam revision or (once the exam(s) for that subject has already taken place) a quiet, supervised environment in which students may revise for forthcoming exams. Please note that none of the students have 'free' lessons, they should go to their timetabled subject and be directed from there.

After the half term (29<sup>th</sup> May – 2<sup>nd</sup> June) students have the opportunity to return home after their examinations. However, students should still attend all lessons in subjects where they have yet to sit an exam as teachers will be using these lessons to go through any final points and provide advice to ensure students are as well-prepared as they can be.

It is essential that if students leave the Academy site they must sign out at the main office. We would request that students do not stay in Holbrook village unless they reside there. If students wish to stay on the Academy site and work/revise then a staffed 'study room' will be available.

### **Exam Reminders**

Please see the attached sheet with Exam Reminders. Please encourage your child to ensure he/she has the correct equipment for each exam as the Academy is not responsible for providing this.

### **Signing In / Signing Out**

After half term, when students are attending the Academy for a morning exam, a register will be taken in the exam room. All other students must sign in at the main Academy office. All students who leave prior to the end of the Academy day must sign out as they leave.

### **Return of Academy Property**

I would ask for your support in ensuring that your child returns all their text books by the date of their last exam. Books should be handed to their subject teacher who will sign the attached Property Return Form to confirm receipt. We reserve the right to charge for books which are not returned. Students should not interrupt lessons in order to return books but should wait until break or lunchtime. Locker keys and any outstanding money owed to the Academy should be handed in at the main office and these will also be signed for.

### **Leavers' Day / Prom**

Leavers' Day will be on 23<sup>rd</sup> June. Traditionally, this day includes a formal assembly, photographs, shirt and book signing, BBQ and water fights/inflatables. This is a fun day to celebrate 5 years of schooling at Holbrook. I would ask you to remind your child that admission to the day depends on having and maintaining an appropriate behaviour record throughout the year. I will personally update parents if I am concerned about your son or daughter's attendance on the day. Leavers' day will end at 12.50pm and all students must be off the site by 1.25pm.

The Prom is being held on the evening of 23<sup>rd</sup> June at Jimmy's Farm and will include food, disco, candy buffet table and photographer.

Exact arrangements and times will be communicated to you nearer the time. Once again the Academy reserves the right to refuse entry to any student breaking Academy behaviour expectations on or before the evening. All enquiries about the evening are being dealt with by Mrs Tinker.

### **Leavers' Hoodies**

The order has now been placed and we anticipate the Hoodies being available to distribute to students before Leavers' Day.

### **And finally ...**

Please ensure that your child is working as hard as possible over the coming weeks to achieve their best. If you feel your child is struggling with any element of their work please do not hesitate to make contact with the Academy and we will support you in the best way possible.

On behalf of all the staff, it has been a privilege and pleasure to work with Year 11 over the last five years and we wish them a successful exam period and the best of luck for their future studies.

Yours sincerely,



Mr P Hart  
Assistant Headteacher

**Holbrook Academy**

**Return of School Property Form**

**Name of Student :** .....

| <b>Subject</b> | <b>Text Books</b> | <b>Staff to Initial Receipt</b> |
|----------------|-------------------|---------------------------------|
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |
|                |                   |                                 |

**Locker Key Number:** ..... has been returned.

Signed: .....

I confirm that there are no outstanding amounts due from this student.

Signed: .....



## EXAMS REMINDER

Please can I remind you that:

- All students should be in school uniform whilst they are in school for exams. It may be advisable to bring a sweatshirt or jumper as the Gym, where most exams are held, can be cold.
- The location of all exams will be listed on the timetables on display in the Academy. For exams in the Gym, students should assemble in the playground by room 13. For exams in the Community Room, students should wait in the foyer of the Sports Centre.
- Morning exams will start at 9.30am and there will be a pre-exam session beforehand, details from subject teachers. Afternoon exams will start at 1.30pm with some pre-exam sessions. Students will be able to go for early lunch if they have an afternoon exam.
- We will endeavour to ensure that afternoon exams finish in time for school transport, however, if your child is entitled to extra time, it may be necessary for you to make alternative arrangements.
- All students should come to each exam with the correct equipment. Depending on the exam, each student should have **black** pens (more than one), pencil, 30cm ruler, eraser, scientific calculator, protractor, compasses. Any pencil case must be see-through. Bottles of water are allowed in the exam room but must be clear plastic bottles with no label. Students who arrive at an exam without the correct equipment will be asked to purchase the required items from the Finance Office.
- We require a phone call in the event of any student being late for an exam or if they are absent due to illness, in which case we would require preferably a doctor's letter, which must be handed in to the exam office within 2 days of the exam. Please phone the Sports Centre (01473 328015) which is open from 7.00am to 10.00pm or the Academy office which is open from 7.30am to 4.30pm.
- Mobile phones and other electronic devices must not be taken into any exam room. Please ensure these are kept at home or in lockers. The Academy is unable to take responsibility for their safekeeping.
- A high standard of behaviour is expected both in exams and also round the Academy. Failure to meet these requirements may lead to the student's invitation to Leavers' Day and the Prom being withdrawn.
- Exam results will be available for collection from the Community Room in the Sports Centre from 10.00am to 12.00 noon on **Thursday 24<sup>th</sup> August 2017**. This will be in the form of basic results printed on Academy headed paper, which should be acceptable to all colleges. If your son/daughter is not able to attend on this day then please ask them to hand in a stamped addressed envelope to the Academy office so the results can be posted home, or provide written permission for someone else to collect on their behalf.
- Exam certificates will be available at the Presentation Evening, further details will be available on results day.

**Please refer to the Exam Handbook for further information (also available on the Academy website).**

Mrs S Percival  
Examinations Officer