



Pittville School
Cheltenham

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Headteacher Richard Gilpin

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Dear Parents/Carers

Re: Year 11 Study Leave

I am writing to you to explain what will be expected of Year 11 students between now and the end of the exam season.

All students are expected to attend full time up to and including Friday 26th May. All timetabled lessons will continue as normal throughout this time and students are expected to attend normal timetabled lessons unless they are in an exam. In subjects where exams have already taken place, students should come prepared with revision for other subjects. They are expected to revise in their normal timetabled lesson and must not go to other areas of the school unless arrangements have been made for them to be supervised by another teacher. After half term all subjects that have a final examination will continue to hold revision lessons in their normal timetabled lessons. The expectation is that all students continue to attend those lessons as normal until they have sat their final examination in that subject. Structured, timetabled revision, with the support of the subject teacher, alongside independent revision at home, will provide the best preparation possible.

From Monday 5th June students will not be required to wear school uniform whilst they are in school. They should sign in outside Miss Foster's office on arrival and sign out again when leaving the site. Students are expected to be in a lesson or an exam at all times, at no time should they be wandering around the site. The Library will be available for students to revise independently whilst on study leave.

All BTEC work should be completed in full by Friday 26th May. Any student with BTEC work outstanding at this point, will be expected to attend all lessons after half term until all work is completed to a standard deemed appropriate by the subject teacher.

The Year 11 Leavers' Assembly will take place on Friday 26th May. Following the English Literature exam in the morning, students will attend lessons 3 & 4 as normal. (The timings for the day will revert back to the normal school day for this day only) Lunch for year 11 will be from 1:05pm until 1:35pm when they will go to their tutor groups for a final tutor session. At approximately 2:15pm, students will go to the canteen where there will be light refreshments and an opportunity to sign their shirts and leaver's book. The leavers' assembly will follow this from approximately 3:00pm – 4:30pm in the hall. It is hoped that all year 11 students will stay and take part in this final celebration of their five years at Pittville School.

Lessons will continue as normal until the end of lesson 4. Please be aware that students who sign their shirts or are not working in an appropriate manner before 2.15pm will be sent home and will miss the final celebrations.

Attached to this letter you will find your son/daughters clearance form. All students **must** get this signed by **all of their teaching staff** and by the **canteen** and **library** on or before the official sign off date of Friday 16th June. On Friday 16th June, all students have a physics exam at 9:00am. At the end of the exam they will need to ensure their clearance form is fully completed so that it can be signed by senior staff (including heads of house). Clearance forms will only be signed by senior staff once all other staff have signed the form to say all books have been returned **(INCLUDING OUTSTANDING LIBRARY BOOKS)** and that there are no monies outstanding **(INCLUDING MONEY OWED TO THE CANTEEN)**. Any books not returned by this date will need to be paid for. Students studying BTEC Health and Social Care will need to ensure all assignments are completed before they can be signed off from this subject.

Finally, you will also find a copy of the revision sessions being run by staff during the half term break attached to this letter. As with previous holiday revision sessions, refreshments will be provided between 11:00 and 11:30 each day. Please encourage your son/daughter to attend all appropriate sessions on time.

If you have any queries please do not hesitate to contact Mrs Pitt on 01242 524787 or by email jpitt@pittville.gloucs.sch.uk.

Yours sincerely

R Gilpin
Headteacher



