

K/SA/KS4/09-10/Year11/MWT-hys

February 2010

Dear Parent/Carer

As you may know, Mrs Maclean, Guidance Manager for Year 11, left the school at Christmas. As a result of this, Ms Kemp, Director of Academic Guidance and I have assumed joint responsibility for Year 11 with Ms Kemp focusing on academic mentoring and progress whilst I am overseeing the tutor programme, PSHE and any other day to day matter. Mrs Sawyer remains the Student Manager for Year 11.

Following the February half term holiday, Year 11 will have less than 50 days of their compulsory education remaining. It is vital that students continue to attend school on time and to focus and work hard in lessons. Any student consistently arriving late to school will be expected to make up the time missed after school on Fridays. Mrs Sawyer will contact you if this applies to your son or daughter. We would be grateful if you could support us in reinforcing the importance of punctuality and attendance to your son or daughter.

Some key dates for you to be aware of are:

- 3 March 2010 – GCSE Modular Science exam
- 8 March 2010 – GCSE Modular Maths exam
- 18 March 2010 – Year 11 Parents' Evening
- 4-7 May 2010 – GCSE MFL Oral exams
- 17 May 2010 – Start of GCSE exams
- Final GCSE exam – 28 June 2010
- Leavers' Assembly – 28 June 2010

Students will be given their own copy of the GCSE timetable in due course, but in the meantime a copy is available on the school's website.

Miss Brittain, Deputy Head, is overseeing the organisation of this year's Leavers' Prom which will take place on 28 June. Students will receive more information regarding this in the coming weeks, but please be aware that the Leavers' Prom is a privilege for Year 11 students and not an automatic right. Only students demonstrating high levels of good behaviour, punctuality and attendance will be eligible to attend.

Please do not hesitate to contact me or Miss Kemp should you have any questions or concerns regarding any of the information outlined in this letter.

Yours faithfully

Mrs M West  
**Director of Personal Development**