



Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Our Ref: SYA/HWI

25 May 2018

Dear Parent/Carer

Class 2018 Examination, Revision and Leaving Arrangements

We would like to take this opportunity to share with you how delighted we have been with the learning attitudes of our Year 11 students as they continue with their revision, preparation and engagement with the alternative revision timetable, in support of their exams.

Halfway through the exam season we find ourselves faced with another twenty two exams on return from May half term and therefore urge parents/carers to ensure attendance in school is a priority.

Teachers have planned expert revision sessions in relation to the remaining exams to suit the needs of all learners and it is vital to recognise that a combination of expert teaching like this, and the correct type of supervised, revision practice, will impact more positively on a child's progress. We have tried our very best to meet the needs of all of our learners by personalising curriculum and differentiating learning support.

If you have any questions about the Year 11 alternative revision timetable, please do get in touch with us. Thank you to all parents/carers for being very much involved in the lead up to Year 11 Record of Achievement and the exam season.

The last opportunity to be together as a year group will be Friday 15 June. Students will have a special assembly and will also have the chance to celebrate their last day with a celebratory BBQ. From Monday 18 June study arrangements will be altered and your child will be expected to attend school only for examinations or for revision sessions. Private study rooms available exclusively for Year 11 are the Small Hall and Library, where there are also computer facilities.

Year 11 will be expected to sign in and out of the building at Student Services each day they attend school and your child's tutor will be available during tutor time as normal throughout the rest of exam season. If your child has no organised revision session after an examination they may sign out for the day, conversely, if they have an examination in the afternoon but no revision sessions in the morning, they may sign in by 1pm. The school canteen remains in full operation at normal times.

I would expect the same high standard of behaviour, school uniform and positive attitude during these final weeks. Non-compliance will threaten attendance at the Prom.



Please check your child's examination timetable and alternative timetable arrangements carefully and ensure your child has signed in ready for their exam and waiting in the Small Hall at least 15 minutes before the exam is due to start.

Your child will need to complete their leaving form and see each member of staff who taught them to sign off their return of books, locker key etc. This should be done by Friday 22 June.

Students have worked hard to get this far, and we are all extremely proud of them. Despite nerves at times, the students have had an excellent approach to their examinations and I wish them every success and luck with final preparations.

We look forward to the Prom celebrations on Friday 22 June and look forward to issuing the examination results on Thursday 23 August at 10am.

Yours sincerely



Scott Yalden
Deputy Headteacher

Enc – leaver form





Year 11 Leaving Form 2018

Name:	Tutor Group:
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Before you can officially leave school you must see all of your teachers and return any text books and other equipment you have borrowed. You must also return your locker key and any library books you have.

	Books and equipment returned	Teacher/staff member	Signature
English			
Maths			
Science			
Art			
Catering			
Computer Science			
Dance			
Drama			
Engineering			
EPR			
French			
Geography			
History			
Music			
PE (GCSE)			
Resistant Materials			
Spanish			
Textiles			
Locker Key		Reception	
Library books		Library	

Once you have returned all of the above and have had the above form signed, you must return this form to your form tutor who will then sign you off to officially leave.

To be completed by form tutor	
Name:	
Signed:	Date:

