



## Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

9 June 2017

Dear Parent/Carer

### **Class 2017 Examination, Revision and Leaving Arrangements**

May I congratulate your child for being a member of the Class of 2017 and wish them well in the final preparations for examinations and arrangements for the future.

The last opportunity to be together as a year group is Monday 12 June when we will come together for a special assembly. From Tuesday 13 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.

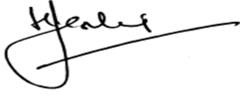
Your child will need to complete their leaving form and see each member of staff who taught them to sign off their return of books, locker key etc. This should be done by Wednesday 21 June.

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 23 June and look forward to issuing the examination results on Thursday 24 August at 10am.

With very best wishes

A handwritten signature in black ink, appearing to read 'Heather', with a long horizontal stroke extending to the right.

**Heather Jenkins**  
**Headteacher**

