



## **Looe Community Academy**

Specialising in the Performing Arts,  
Maths and Computing  
Sunrising, East Looe, Cornwall PL13 1NQ  
Telephone: 01503 262625  
Email: enquiries@looe.cornwall.sch.uk

Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

19 May 2015

Dear Student

### **Class of 2015 Examination, Revision and Leaving Arrangements**

May I congratulate you for being a member of the Class of 2015 and wish you well in the final preparations towards examinations. The last opportunity to be together as a year group is Friday 22 May when we will come together for a special assembly.

From Monday 1 June your study arrangements will be altered to a new timetable in order that you may take more responsibility for your revision and exam preparation. You will be expected to attend lessons in all subjects where examinations are not yet completed. Private study rooms available outside of lessons are the Small Hall, Library and Computer Room 005. These rooms are for Year 11 only.

You will be expected to sign in and out of the building at Student Services each day you attend school as per the new timetable. Your tutors will be available for you during tutor time as normal throughout the exam season. If you have no lessons after an examination you may sign out for the day, conversely, if you have an examination in the afternoon but no lessons in the morning, you may sign in by 1pm. The school canteen remains in full operation for you. There will be early lunch until 12 June (12.25-1.10pm) thereafter lunch reverts to the normal time. You will be expected to wear full uniform at all times when attending school.

Please check both your examination timetable and alternative timetable arrangements carefully and ensure you sign in ready for your exam at least 15 minutes before the exam is due to start.

You will need to complete a leaving form and see each member of staff who taught you to sign off your return of books, locker key etc. This should be done by Tuesday 23 June.

Please ensure you have selected your menu choices for the prom and paid your balance by Friday 22 May. On the night of the prom, please arrive by 7.15pm. The balcony photograph will be set up for 7.30pm. The procession is slow and long so you may wish to start arriving from 6.30pm. The evening celebrations will end at 11.30pm. Please ensure you have your transport home organised. There will be a free soft drink for all and soft drinks available from £1. No alcohol is permitted. Any student suspected to be under the influence of alcohol or illicit drugs will be asked to leave and the police will be called to support if necessary.

You have worked hard to get this far, and we are all extremely proud of you. Good luck with your final preparations.

We look forward to seeing you on results day on Thursday 20 August at 10am.

With very best wishes

Yours sincerely

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

**Heather Jenkins**  
**Headteacher**

Encs