



22 May 2017

Dear Parent(s)/Carer(s)

Year 11 End of Year Arrangements

The next few weeks are very busy ones for our Year 11 students. With this in mind, I would like to outline a number of arrangements below to ensure that they are fully briefed.

Year 11 Study Arrangements

Study Leave for our Year 11 students will start as of 14th June 2017. This means the final day of formal study in school for Year 11 will be Tuesday 13th June 2017.

Before the students commence their study leave, there will be timetables provided for all students showing when exams are scheduled and, of course, teachers will be able to offer ongoing support and guidance to students should they need it throughout the study leave period as lessons will continue to be offered should students wish to access continuous study support. I would remind all Year 11 students to sign in at reception should they wish to be on the school site at any time throughout the school day. Students must also **be in full uniform when attending the Academy for revision or examination purposes.**

We expect our Year 11 students to show maturity and responsibility during their study leave and examinations. We are very much looking forward to the end of year Prom where we can all celebrate together. I would not want to see anyone put their Prom place in jeopardy through poor behaviour in the coming weeks.

Can I please remind parents and carers that it is their responsibility to ensure that their young people use their study time responsibly, but should any support be required in procuring revision materials or guidance please do not hesitate to contact the member of staff for that subject or the Year 11 staff, Mrs Jones or Miss McDonald.

In order that students do not miss out on their 'official leaving celebrations', there will be the traditional leaving event on the morning of Tuesday 13th June immediately after the Mathematics examination. This will be an informal reception starting at approximately 11.00 am where shirts may be signed and refreshments will be provided, followed by a formal leaving assembly which will start at 11.30am in the Main Hall. Students will be dismissed at the end of this assembly at approximately 12.15pm in order to begin their study leave.

Students do need to wear school uniform on this day as they will be attending a formal examination. Shirts can obviously be brought in for signing from 11.10 onwards. No form of fancy dress is allowed and students wearing this will be sent home to change.

Exam Organisation

All students must ensure that they arrive in plenty of time for **all** examinations. For morning examinations, we would expect students to be here by 8.30am and for afternoon examinations by 1.30pm.

To assist with this, we would like to invite all Year 11 pupils who are having a morning exam to have a free breakfast (Hot drink and toast) in preparation for their exams from 8:15 to 8:45 for the following exams:

Thursday 25 th May	Mathematics
Friday 26 th May	English Literature
Monday 5 th June	History
Tuesday 6 th June	English Language
Wednesday 7 th June	Computing
Thursday 8 th June	Mathematics
Friday 9 th June	Biology
Monday 12 th June	English Language
Tuesday 13 th June	Mathematics
Wednesday 14 th June	Chemistry
Thursday 15 th June	Child Development
Friday 16 th June	Physics
Monday 26 th June	Product Design

Prom 2016-17

As you are aware this year's Year Eleven Prom is being held on Friday 30th June 2017 at The Forest of Arden Hotel

The Prom is a celebration of your child's time at Park Hall and a reward for your child's hard work, positive behaviour, good attendance and punctuality in Year Eleven.

To recognise those students who work the hardest throughout Year Eleven, the Academy will pay for your child's ticket if they are in the top 10% for their attendance, punctuality and positive behaviour points

The cost of the Prom is £39.00. This includes transport from the Academy to the hotel venue and hot buffet. Full Payment of £39.00 needs to be paid by Friday 5th June 2017. If you do not have access to the Parent Pay system and would rather pay by the Parent Pay Card, please ask your son / daughter to collect a bar coded letter from reception.

If your child is eligible for the free ticket and you have already paid, a refund will be arranged.

A compulsory medical consent form needs to be completed and returned to your son/daughters Head of Year, Mrs Jones /Miss McDonald by Friday 9 June, 2017.

All pupils will need to arrive at Park Hall Academy from 6.00pm, for coaches to leave promptly for the venue at 6.45pm.

Parents are welcome at the Academy to watch their son/daughter arrive and to take photographs if they wish to do so. **However, please note that each student has been allocated 5 admission tickets which allows access the school site, admission to the school grounds will be refused if no ticket is produced.**

The Prom will finish at 11.00pm. Please note, transport for the pupils has only been arranged to the venue, **so alternative arrangements need to be made for pupils to get home.**

If you have any questions about the Prom, please do not hesitate to contact your son/daughter's Head of Year, Mrs Jones, on 0121 748 0432

Commemorative Items

The annual Year 11 Year Book and 'hoodies' are available to order on Parent Pay online or via barcoded letters from reception until the 9th June. The prices are below:

Year Book: £15.00

Hoodie: £25.50

Combi (for both year book and hoodie) is £36.00

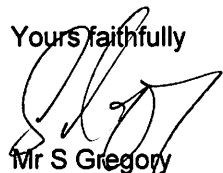
Uniform Donation

I would like to ask parents and carers if they could support us in continuing our high standards of uniform in years to come by donating any unwanted items of uniform. On the occasion of their last exam, with parental permission, students can donate their ties and/or blazers back to the Academy in exchange for some confectionary. This would allow us to maintain high levels of spare uniform to help out any student who may find themselves temporarily without items. I thank anyone who supports us with this.

We have published these details ahead of time as we feel this year group have the maturity to respond positively in their last few weeks. **However, any sign of poor behaviour or non-attendance to lessons will mean that the study leave for those individuals may start immediately and they may not be permitted to attend the Prom.** We very much want this to be a positive occasion and expect that Year 11 will respond appropriately.

If you have any further queries regarding the study leave arrangements, please contact your son or daughter's Head of Year, Mrs Jones/Miss McDonald, at the Academy and in the meantime, can I wish all our Year 11 students all the very best of luck for the forthcoming examination period.

Yours faithfully



Mr S Gregory
Deputy Headteacher