

REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

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2 May 2012

Dear Student

Study Leave for Year 13 for the Summer 2012 Examinations

Study leave begins at **12.15pm on Friday 25 May** following the Year 13 Final Assembly from 11.15am to 12.15pm in the North Drama Studio.

All Year 13 students will need to complete a Leavers' Form. These will be given out via form tutors prior to the beginning of study leave. All books and materials will need to be returned (subject as well as library) together with signatures from staff before the form is considered as complete. The completed form should be returned to the Sixth Form Office. Failure to complete the Leavers' Form satisfactorily and return it may delay the release of exam results in August.

During study leave, if you are in receipt of EMA then weekly payments will be made automatically providing all of examinations are sat in that week. The last EMA payment for Year 13 will be for the week beginning 25 June 2012.

Hopefully the poor weather we have experienced recently will improve, therefore I would like to emphasise some of the school rules that often become an issue in the Sixth Form at this time of year. The field is not to be used during lesson times, either for study, sunbathing and the playing football or similar. As the exam period fast approaches, effective use of private study is most important and students should be using this time for revision and other exam preparation.

The dress code for the Sixth Form is as follows:

- Caps (baseball, trucker caps or similar) are not to be worn
- Shoulders and midriiffs should be covered (i.e. no strappy tops or vests).
- Skirts should be on or below the knee
- Shorts are not permitted
- Modesty should be considered
- Footwear should be appropriate for the lesson. Open shoes are not suitable for practical subjects and flip-flops are a health and safety concern in the busy areas of the school
- Words and diagrams on clothing should not be offensive or possibly be seen as offensive (eg references to drugs or sex)
- Hats should not be worn as fashion items but in cold weather to keep warm. Hats should not be worn indoors
- Facial piercings of any kind are not allowed. It is not acceptable to cover a piercing, for example, with a plaster or wear clear, supposedly 'invisible' piercings.

The dress code applies whenever you are on the school site, including the study leave period and when you are in school to sit exams.

It was agreed by both staff and students that a dress-code was important in an educational establishment, especially one which younger pupils attend. It should be recognised that a school is a place of work. There is enough flexibility within this code for students to be able to dress comfortably and to allow self-expression. I would be grateful for your support in ensuring that you adhere to the dress code and in particular with regard to the wearing of shorts, strappy tops and short skirts which are a particular issue in warmer weather.

Continued overleaf

An Outstanding Training, Science and Sports College



AS and A2 exam results are released on Thursday 16 August and will be available for Year 13 from 9.00am in North School Hall. Results can only be collected in person by yourself or by another person authorised by you. This person must bring with them a signed letter from the student concerned giving such permission and a form of photographic ID. If you wish to have your results sent in the post, please hand in an SAE to Mrs Nunn in the Exams Office.

On results day, many students will be looking to confirm their university place by achieving the grades required for conditional offers. You should be prepared on the day to contact universities should you not achieve the required grades. Have contact numbers, a charged mobile phone (with credit) and application details ready, just in case.

Please can you ensure that your parent or carer sees a copy of this letter so that they can be made aware of the summer term arrangements.

Yours sincerely

A handwritten signature in black ink that reads "A French". The signature is written in a cursive style with a horizontal line underneath the name.

Mr A French
Assistant Head Teacher (Head of Sixth Form)