



April 2017

Dear Parent/Carer and Student

### Year 13 Key Dates Letter

As you are aware the Year 13 examinations and the course completion dates are fast approaching. I would like to update you on the key dates which are listed below and would ask if you would please make a note of them in your diaries or keep this letter until the end of August.

AS and A2 examinations begin on Monday 15<sup>th</sup> May and Monday 5<sup>th</sup> June respectively. There is no defined study leave for Year 13; all Year 13 students are expected in lessons up to the examination date or course completion date (if no exam). There will be no briefings or tutorials after half-term.

If you are taking exams, a copy of your exam timetable is enclosed. Please complete and return the reply slip at the end of this letter to confirm receipt of the timetable.

The Year 13 Celebration Evening will be held on Thursday 29<sup>th</sup> June. This event recognises the achievements of the year group. Please note that invitations will be issued for this event and we hope you will join us in celebrating the students' successes.

Thursday 29<sup>th</sup> June is also Year 13 Student Leavers' Day. We would ask that all students come into College on that day in order to return all books, equipment and any money owed. Students are requested to report to the main hall at 12 o'clock for a final student briefing. Students will be asked to complete a leavers' form and questionnaire before leaving.

The expectation is that ALL students attend Leavers' Day and complete the leavers' form. Every year we lose items from not being returned or have to chase students who have not followed this procedure. Failure to complete a leavers' form may result in the College declining to give any future reference. If students cannot attend in person, we can make other arrangements, if we know in advance.

The Post 16 Summer Ball is on Friday 30<sup>th</sup> June, to be held at the Falmouth Hotel from 6.00pm to 11.00pm. Students can purchase tickets and book transport at the Post 16 Centre.

The examination results will be published on Thursday 17<sup>th</sup> August and can be collected from 9.00am -12.00 noon in the Post 16 Centre. If you have applied to university you will be able to log onto your UCAS account on 17<sup>th</sup> August, to see if you have been accepted onto the course or not. In some instances, the universities will not make a decision until later in the day. If you are unsuccessful, we will be available on the day to assist you with the clearing process.



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We would like to conclude by saying what a pleasure it has been to work with your son/daughter and wish them all the very best for their exams and future career.

Yours faithfully

**Mr D Gillman**  
**Head of Progress – Post 16**

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Please complete the slip below and return to Jane Rowe in Post 16 by Tuesday 9<sup>th</sup> May 2017.

**Student Name:** ..... **Tutor Group:** .....

- I confirm I have received a copy of my exam timetable and am happy all of my exams are correct.
- I have seen Hannah-Jane Bullock, the exams manager, and the necessary amendments have been made to my exam timetable.

Signed: .....