



St Martha's

From the Headmaster

2nd March 2017

Dear Parents

5th FORM STUDY LEAVE – TRINITY TERM

The GCSE examinations will take place from Monday 15th May and until the end of June. As a school we believe that it is more effective for students to revise at school with the help of their teachers. Normal lessons will take place until half-term Friday 26th May, including taught revision sessions with a mixture of general help or topic based sessions. We are aware that the students will sit their iGCSE English exam on Friday 5th May. An English revision session will take place in school in preparation for this exam on Thursday 4th May.

If an exam takes place before half-term in a particular subject, girls will be in supervised study with their timetabled teacher. We hope that all students will make good use of these timetabled sessions, which will be structured to complement the examination timetable. However, if you wish your daughter to take some time off though during this period, we ask that you return the attached reply-slip, indicating which days your daughter will be studying at home; this will assist our admin staff in tracking attendance to school and alert you in case of non-attendance.

After half-term (the week beginning 5th June), students will be on study leave and only expected to attend scheduled examinations, although they are very welcome to revise at school if they wish and the LRC will be staffed for silent, private revision. 5th Form students must go there if they are in school but not in an examination. We will keep a record of who attends these sessions each day but will not take a formal register and will not be able to alert parents to non-attendance.

In addition to the above, it has been agreed that pupils will be allowed to follow the Sixth Form Dress Code in the Trinity Term i.e. from Wednesday 19th April. A copy of the dress code is attached for your information.

GCSE results day is on August 24th from 8am onwards. Students will pick up their results and will register for Sixth Form studies that morning. We look forward to your daughter's success in her GCSEs and welcoming her back on Wednesday, September 6th at 8:30am.

Yours sincerely,

Dr Mary Wall
Director of Studies



St Martha's

From the Headmaster

March 2017

5th Form Study Leave – Trinity Term - Please return to Reception by Friday 10th March

I acknowledge receipt of your letter detailing the arrangements for 5th Form Study Leave.

I give permission for my daughter to be **absent from school** on the days ticked below.

Please refer to your daughter's exam timetable when completing this form, as failure to complete correctly may result in unauthorised absences being recorded on their school record.

	Morning	Afternoon	All day
Monday 16 th May			
Tuesday 17 th May			
Wednesday 18 th May			
Thursday 19 th May			
Friday 20 th May			
Monday 23 rd May			
Tuesday 24 th May			
Wednesday 25 th May			
Thursday 26 th May			
Friday 27 th May			

Daughter's name: _____

Form: _____

Signed: _____ (Parent)

Date: _____