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April 2016

Dear Parent / Carer

During examination sessions, students will be able to leave school before 3.05pm when the examination does not leave sufficient time for students to go to period 5. The students will be issued with an individual timetable which shows the days when this will apply.

Students who use the school bus service, or those whose parents do not wish for their son or daughter to leave early, will be supervised in school until the normal finish time. Please inform your child's Form Tutor, in writing, if you wish him or her to **remain supervised** in school until the end of the school day.

Please be aware that on 3<sup>rd</sup> May there is an English examination that is not scheduled to finish until 3.15pm. For examinations that finish later than 3.05pm, as shown on student's individual timetable, parents may need to make alternative arrangements for their child to travel home.

Please be aware that if a student fails to attend an examination, the entry fee will be charged unless a valid doctor's note is given to the Examinations Manager.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

Mrs K Finlay  
Examinations Manager

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