

16 May 2017

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Dear Y13 Students and Parents

As you will be aware, Friday 26 May is **Y13's final day** before they go on to study leave. Lessons will run as normal in the morning, then at lunchtime students may change into their own clothes and a barbeque will be provided (free of charge), with sports activities also arranged for the afternoon. **Reports** will be distributed at afternoon registration. **Locker keys and library books** must be returned by the end of June. **Text books** should be kept until the last exam in that particular subject and then returned to school. Personal possessions should also be removed from Norbury.

It is important that students carefully check their statement of entries and the start times indicated on their individual timetable on the intranet. Full school uniform must be worn whenever students are in school. Water may be taken into the examination room in clear plastic bottles only and on no account must mobile phones, ipods, MP3 players, pagers or any other products with text/digital facilities be taken into the exam room. If you are found with any of the above, it could lead to disqualification from the current examination and all other examinations with that board. Correction fluid/pens are also not allowed and students must write in black ink.

May I remind you that external examinations are on set days and at set times and cannot be rearranged. If your son or daughter is ill on the day of the examination, please contact me as soon as possible. If at all possible, students are encouraged to sit the examination as, for most examinations, absence from any paper will mean that a grade cannot be awarded. If a student misses an examination without good reason, you will be invoiced for the cost of the examination.

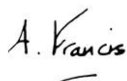
A Level results will be available on Thursday 17 August. They may be obtained *in person* at the school office, between 9.30 am and noon, or *by telephone* – ring 01507 462403 – between 10.30 am and noon, or *by post* – please leave a stamped, addressed envelope at the school office. Miss Allen and I will be available to help with any difficulties with university places on 17 and 18 August.

The Travers Bequest assists students accepted at a university by giving them a small grant to help support their studies. An application form is attached and, when completed, it should be sent to Mr G Allen at Tinn, Criddle and Company, Solicitors, 6 High Street, Alford, marking your envelope "Travers Bequest". The closing date is 30 September. The application is your responsibility and no grant will be awarded without one.

Examination certificates do not generally arrive until late November. Their collection is your responsibility and they must be collected by the end of January 2018. There will be occasions when original certificates must be produced, so we strongly advise you to store them in a place of safety, as originals cannot easily be replaced if lost.

Please do not hesitate to contact Miss Allen or me if you have any queries about the above. We have enjoyed working with you as a year group and wish you the very best for your forthcoming exams and for the future.

Best wishes



Miss A Francis
Headteacher