



Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire SY5 0TG

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Name / Form: _____

16th May 2018

Dear Parent/Carer

We would like to inform you of arrangements for Year 11 in their final few weeks in school. Over the next two weeks all Year 11 students will be expected in school, albeit there will changes to their normal routine. A copy of their revised timetable is attached.

Friday 25th May 2018 marks the last regular school day for your son or daughter. They will have an English examination in the morning. At dinner there will be shirt signing and in the afternoon celebrations to mark this landmark occasion. Students have been told they must cooperate to be invited to these celebrations.

After half term, students will move to a revised timetable to accommodate revision and examinations. This is on the reverse of the attached timetable. Students know they are expected to attend where directed on the timetable.

When in school, there are clear expectations that all students will need to adhere to in order to ensure the safety of all students and the smooth running of the school as a whole. Students must be in full school uniform at all times, and their attendance must be registered. When students arrive or leave outside of regular school hours they must sign in/out at reception and this can only happen at break or lunchtime. Students should not be coming to or leaving school outside the times stipulated on the timetable. If they are in school, they stay in school – they do not leave then return. There will be a study room available for any student who wants to revise in school, regardless of any examinations/revision slots on that day.

If students have an examination in the morning it is expected that they attend school as normal by attending registration before moving to their final briefing before the examination. Where students have an examination in the afternoon they need to be here no later than 12:30pm, where again a final briefing will be held before the examination starts. It is essential that we have up to date contact details for yourself and your son or daughter in the unlikely event that we need to contact them for any reason during the examination period.

This half term has run smoothly and we would like to thank students for their positive and organised approach to what can be a time of anxiety. Your continued support is much appreciated. If you have any queries with regard to these arrangements, please contact Mr Jervis.

Yours sincerely

Mr A J Smith
Head Teacher

Mr M Jervis
Key Stage 4 Leader

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