



Our ref: MF/VCL

9th May 2019

Ashfields, Bromyard, Herefordshire, HR7 4QS
T:01885 482230 F:01885 485822 www.qehs.co
E:admin@queenelizabeth.hereford.sch.uk
Headteacher: Martin Farmer BEd (Hons) NPQH

FOR ATTENTION OF: «Forename» «Surname»

Dear «Forename»

At the end of school tomorrow, Friday May 10th, formal lessons will cease for you as a Year 11 student. This means the following:

- You will be allowed to use the day to sign shirts etc., however, you may not roam around school visiting classes etc. as other students are still in class, you can do so at break and at lunch but other than that please be respectful. Please take care if you bring a permanent pen and show that you can be trusted to take part in this tradition by being sensible, as a year group you are being trusted by being told in advance, please do not spoil it for future year groups. Any student found to have swear words or offensive drawings or writing on their body as opposed to their shirt etc. will be required to be isolated on the day which would be a real shame
- There will be a short assembly at 2.45pm in the Main Hall at which you will be allowed early release of your phones to take pictures etc., again, please be sensible
- Exams begin properly thereafter, so please ensure you are fully aware of when your exams are and ensure you are on time and in the correct place, appropriately dressed and resourced
- All lessons in all examined subjects will continue as revision lessons until the exams have all been completed for that subject. Your attendance at them is encouraged and in some instances, teachers may inform you is compulsory. You should check with your subject teachers Friday what is expected of you
- If you come in on a bus and are unable to return home when you have the ability to do so, you may continue to quietly revise/work within either the Library or Student Services by arrangement. Speak with Mr Jones about what facilities are available for you and ensure you treat them and other users with respect
- You must sign in and out of school through Reception in an orderly manner each time you arrive at or leave the school site, starting from Monday May 13th up until and including the day of your last examination. The signing in/out sheets will be placed in the small foyer area of Reception so please sign in and out quickly to avoid any congestion
- From the date of your last examination until the day of you officially coming off the school register (Friday June 28th), you will be deemed to be taking part in a work experience placement and signing the attached reply slip signifies that to be the case



- This will allow us to maintain an appropriate record through the registers of your attendance codes
- Prom takes place on the evening of Thursday June 27th, you should arrive at school around the 6.00pm time frame, by 7.00pm at the very latest all attendees should have left school site to proceed to Sapey Golf Club
- Remember that through your examinations, attendance to school must be in appropriate school uniform, all rules that apply now apply until you have come off our register
- You are required to continue to fully attend any lesson where you have outstanding practical/coursework until such time that you have completed all work required. This can be extended as late as June 28th if required so it is in your interests to ensure your coursework is fully completed to the satisfaction of your teacher as soon as possible. If a teacher calls you into school to complete work then attendance at such a session is mandatory
- Phones must continue to be handed in whilst on school site, however, they will be stored securely in Reception separate to other phones so you may retrieve them as you leave site even if you plan to return as long as someone is available and you are polite and respectful
- You must complete with your parents/carers the reply slip attached and return it on the morning of Friday May 10th to Reception in order to take advantage of these concessions and to be issued with an off-site pass for use during the school day from Monday 13th May onwards. No reply slip means you are expected to fully attend school until such permission has been received by the school. Make sure that if leaving the school site this is done with the full knowledge of your parents/carers, that you have signed in/out as appropriate and that you do so in a mature and appropriate manner.

Yours sincerely

M Farmer

Mr M Farmer
Headteacher

✂

Year 11 Arrangements to end of Exams 2019

Student Name: «Forename» «Surname»

I confirm that I have read, understand and will adhere to the requirements set out in the letter dated 9th May 2019

Signed: Student

Signed: Parent/Carer

Dated:

PLEASE RETURN TO SCHOOL RECEPTION BY FRIDAY 10TH MAY 2019

NO REPLY SLIP MEANS STUDENTS ARE EXPECTED TO FULLY ATTEND SCHOOL UNTIL SUCH PERMISSION HAS BEEN RECEIVED BY THE SCHOOL

