

14th May 2019

Dear Parent/Guardian

Re: Final instructions for Year 11

Now exam season is upon us, here is some information about life after exams.

Clearance Certificates

Blank clearance certificates were given to students last week and they will need to collect a number of signatures to confirm they have returned all books, paid all money due for coursework and had their Clearance Certificate signed by **Friday 28th June 11am**. This is a "receipt" to show that they have returned textbooks, other items, and paid any outstanding money (e.g. for materials or borrowed dinner money). A signature is required for each subject (whether or not your daughter had books or equipment from that subject), from the Learning Resource Centre (whether or not your daughter has ever taken any books out), from Finance regarding her catering balance and from her form tutor to say that the locker has been left in good order. When completed, your daughter should bring the form to the Year 11 office for signing off by me, before taking it to student support. Please remember that your daughter will not be issued with her prom ticket until she has returned her clearance certificate.

Leavers Hoodies

Hoodies will be available for collection from the sports hall after the final assembly on **Friday 28th June from 10am**.

School Uniform

Unwanted items of Holt School uniform, in good condition, can be handed into Reception for selling at the second-hand uniform sales with the proceeds going into the school.

Sixth Form Induction Day – Monday 24th June 9.00am

Mrs Bellis and Mrs Kemp are delighted to invite all students who have made an application to the Sixth Form to join them for an exciting and fun team-building day. If students are still interested in applying to our Sixth Form please do contact the sixth form team at j.gale@holt.wokingham.sch.uk.

Further details of the induction day will be emailed to you nearer the time. It is a relaxing day and a good opportunity for the students to meet up after the exams as well as to take part in some fun team-building activities run by the Army.

References

We are happy to write references for your daughter in the future but it would be good to hear what they are applying for before we have a reference request. Please keep us informed.

Careers

Mrs Hart, our Careers Manager, will be in school on results day to provide information, advice and guidance.

If your daughter is still unsure of her plans beyond Year 11, she can visit the Wokingham Elevate Hub, Wokingham Library elevate@wokingham.gov.uk. Staff there are available to advise on Post-16 options including school, college, jobs and apprenticeships or your daughter is welcome to make an appointment to see Mrs Hart after her exams or on results day.

Results – Thursday 22nd August 9.00am

Results will be available from 9.00am on that day. Please come to the main hall. If your daughter cannot come in person results will be emailed to her by midday on Thursday 22nd August. If you would like someone to collect the results on your daughter's behalf, you must provide written permission in advance.

Sixth Form Enrolment - Thursday 22nd August and Friday 23rd August

Sixth Form enrolment will take place on two mornings, Thursday 22nd August from 9.00am until 12.00pm and Friday 23rd August from 9.00am until 11.00am. Staff will be available in the main hall on Thursday and in the sixth form centre on the Friday to discuss course changes you may wish to make. More details will be given on Induction Day. Please note that **your daughter needs to either attend Sixth Form Enrolment to secure her place or if she is unable to attend on either of those dates then she must email Mrs Gale by 11am on 23rd August in order to secure her place and subjects – j.gale@holt.wokingham.sch.uk**. After 11am on 23rd August, we will look at waiting lists for subjects and offer spaces not claimed to other people. In her email your daughter must confirm that she wants to return to the sixth form and the courses that she wishes to study at A level – and please specify whether this is a change to her offered subjects, or the same.

Prom

As you can imagine the arrivals for the prom is a very busy time. To allow for the smooth arrival and departure of the eclectic forms of transport (last year we even had mobility scooters!), Coppid Beech Hotel has requested that parents and guests parking to watch the arrivals use the car park for the ice rink which is a short walk from the hotel. The ice rink has been made aware of our event and they anticipate cars during the early part of the evening.

Photos

We have booked 'Stone Photography' to take formal prom photos during the event and there is a photo-booth. We have purchased a pre-payment option with them so that your daughter will be able to get a copy of all digital photos taken of herself and friendship groups after the event on a private webpage which will be available for three months. The cost of this is included in the price of the prom ticket.

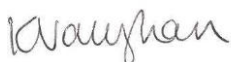
DATES FOR YOUR DIARY

Monday	24	June	Sixth Form Induction Day – 9.00am in the main hall
Friday	28	June	Last day for completed Clearance Certificates to be handed in.
Friday	28	June	8.40am Final Assembly in the main hall. Hoodies will be available for collection from the sports hall after the assembly. 7.00pm Holt/ Forest Prom at The Coppid Beech Hotel, Bracknell – details in previous letter.
Thursday	22	August	GCSE Results Day – 9.00am in the main hall.
Thursday	22	August	9.00am – 12.00pm enrol for Sixth Form in the main hall – you may also enrol by email
Friday	23	August	9.00am – 11.00am enrol for Sixth form in the sixth form centre - either in person or by email
Wednesday	4	September	Start of Autumn term 8:40am

If you have any further questions or worries please feel free to contact me directly.

The last full day at school last Thursday was lovely, your daughters put their creative skills to work with their embellished school! They enjoyed signing each other's shirts as well as posing for photos at lunchtime. Tutors made a fuss of them and I would like to thank the tutors for all the care and time they have given over the last five years. They will be registering your daughter every day for exams with reassuring and encouraging words! The exams will go by so quickly from now. See you at the Prom!

Yours sincerely



Mrs Katie Vaughan
Head of Year 11