

13th May 2025

PARK HALL
ACADEMY

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ASSOCIATE HEADTEACHER: DR T CLOSE

Dear Parents/Carers,

I am extremely proud and impressed with the positive and energetic start Year 11 have made to their examinations. The next few weeks are very busy ones for our students. With this in mind, I would like to outline a number of arrangements below to ensure you are fully briefed.

Year 11 Leaving Arrangements

Study Leave for our Year 11 students will start as of Tuesday 17th June 2025. This means the final day of formal study in school for Year 11 will be Monday 16th June 2025.

There have been timetables provided for all students showing when exams are scheduled, and teachers will continue to offer support through normal lessons and revision sessions prior to examinations. I would remind all Year 11 students to sign in with Mr Robinson for examinations as they enter school, and at reception should they wish to be on the school site at any other time throughout the school day. **Students must also be in full uniform when attending the school for revision or examination purposes.**

From Monday 2nd June onwards, students will only be expected in school for periods 1 to 4, with students leaving at 1:20pm unless they have an afternoon examination to continue revision at home. The only exception to this is Tuesday 10th June, where students will be involved in GCSE Maths revision until 3:15pm for their exam the next morning. **Students will also finish school early on Friday 23rd May, at around 11:00am, after their GCSE English examination.**

We expect our Year 11 students to continue to show maturity and responsibility during their examinations. We are very much looking forward to the end of year Prom where we can all celebrate together. I would not want to see anybody put their Prom place in jeopardy through poor behaviour, punctuality or attendance in the coming weeks.

Can I please remind parents and carers that it is their responsibility to ensure that their young people use their study time responsibly, but should any support be required in procuring revision materials or guidance please do not hesitate to contact the member of staff for that subject, your son or daughter's Head of Year, Mr Scott, or the Head of Upper School, Mr Robinson.

Medical/General Appointments and College Interviews During the Examination Period

It is obvious to expect that pre-booked medical or dental appointments would not be scheduled in the examination period, as students are busy revising and attending their timetabled lessons to ensure they are fully prepared. However, if a student does have an unavoidable pre-booked medical or general appointment, we would insist parents arrive to collect their child from school. **Students will not be permitted to leave school to make their own way home.**

Leavers Assembly

In order that students do not miss out on their 'official leaving celebrations', there will be the **traditional leaving event on Monday 16th June**. This will be an informal reception **starting at approximately 11.00am** where shirts may be signed and refreshments will be provided, followed by a formal leaving assembly which will start at 11.30am in the Main Hall. Students will be dismissed at the end of this assembly at approximately 11.50am in order to begin their study leave.

Students need to wear school uniform on this day. Shirts can obviously be brought in for signing from 11.00am onwards. **No form of fancy dress is allowed including pre-signed or pre-decorated shirts and students wearing this will be sent home.** In addition to this, any prohibited or inappropriate items deemed to impact the orderly running of the school will be confiscated and the necessary action taken.



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Exam Organisation

A reminder that all students must ensure that they arrive in plenty of time for **all** examinations. **For morning examinations, we would expect students to be here by 8.30am at the latest.**

To assist with this, we would like to invite all Year 11 pupils to be able to enjoy some refreshments from 8:00am to 8:30am every day.

Prom 2025

As you are aware this year's **Year 11 Prom is being held on Friday 27th June at The Forest of Arden Hotel.**

The Prom is a celebration of your child's time at Park Hall and a reward for your child's hard work, positive behaviour, good attendance and punctuality in Year 11.

The cost of the Prom is £70.00. This includes transport from the Academy to the hotel venue and hot buffet. **Full Payment of £70.00 needs to be paid by Friday 30th May 2025.**

A compulsory medical consent form needs to be completed and **returned to your son/daughter's Head of Year Mr Scott by Monday 16th June.**

On the evening of the prom, the school site will be open from 5:30pm. All pupils will need to arrive by 6.30pm at the latest, for coaches to leave promptly for the venue at 6.45pm.

Parents are welcome at the Academy to watch their son/daughter arrive and to take photographs if they wish to do so. **However, please note that each student has been allocated 5 admission tickets which allows access the school site, admission to the school grounds will be refused if no ticket is produced.**

Please also be aware the speed bumps on the school car park, are significant and could cause damage to cars or vehicles with low clearance. If your son or daughter has hired such a vehicle to arrive in, please let the vehicle provider know beforehand.

The Prom will finish at 11.00pm. Please note, transport for the pupils has only been arranged to the venue, **so alternative arrangements need to be made for pupils to get home.** Please note that Uber bookings can be unreliable, therefore ensure firm plans are in place in fairness to our staff.

If you have any questions about the Prom, please do not hesitate to contact your son/daughter's Head of Year, Mr Scott on 0121 748 0400.

Uniform Donation

I would like to ask parents and carers if they could support us in continuing our high standards of uniform in years to come by donating any unwanted items of uniform. On the occasion of their last exam, with parental permission, students can donate their ties and/or blazers back to the Academy in exchange for some confectionary. This would allow us to maintain high levels of spare uniform to help any student who may find themselves temporarily without items. A big thank you to anyone who supports us with this.

We have published these details ahead of time as we feel this year group have the maturity to respond positively in their last few weeks. **However, any sign of poor behaviour or non-attendance to lessons will mean that the study leave for those individuals may start immediately and they may not be permitted to attend the Prom or the final assembly.** We very much want this to be a positive occasion and expect that Year 11 will respond appropriately.

If you have any further queries regarding the end of year arrangements, please contact your son or daughter's Head of Year, Mr Scott or the Head of Upper School, Mr Robinson. In the meantime, can I wish all our Year 11 students all the very best of luck for their examination period.

Yours faithfully,



Mr S Gregory
Deputy Headteacher