

Date: 17th May 2023

Dear Parent carer,

As you are aware it has come to that time of year where our Year 11's have begun their GCSE exams. I would like to personally take this opportunity to thank each and every one of you for your constant support over the past year in working with us to provide the best possible exam preparation for the Year 11 students. We would like to take this opportunity to let you know that as of today we are granting all pupils study leave to ensure they can focus solely on revision for their exams. Year 11 students will no longer be required to attend school or lessons, but must attend all exams in **FULL SCHOOL UNIFORM**. If students fail to wear their full school uniform they will be refused entry to school, and will therefore be unable to take their exams.

Exam Information

When arriving into school for exams, it is important that all students sign in at Main Reception for an afternoon exam. For the morning exams, students are to come across from the car park and go to the back of the sports hall as normal. The main reception is the only entrance that students should use for the afternoon exams. If sitting an exam at 8.45am, students must be in school by **8.15am**, and for a 1pm exam, students must be in school for **12.40pm**. Students must then make their way to the back of the sports hall in the morning, or once they have signed in in the afternoon. If students have access arrangements, they will go to the library entrance door. Students must not be on site unless specifically requested by staff.

If students have exams in the morning and the afternoon and they are unable to go home in between, please let either myself or Ms Russell, their Head of Year, know and we will look at what we can do to accommodate them between their exams.

Leavers Assembly

There will be a leavers assembly for all Year 11 students taking place on Friday 7th July. This is at the end of the 6th form taster week and will be a lovely way for the students to celebrate their time at Westfield. The assembly will last from 2-3pm in the main hall, where we will have food, awards and an opportunity for students to sign shirts. Year 11 form tutors will be at the assembly and all other staff will be able to come down from 2.40pm onwards for students to be able to say their goodbyes.

Any students that have purchased a sweatshirt or year book will be able to pick these up at the assembly.

Drop-down revision sessions

Any drop-down revision sessions taking place in the school day, will be by invite only. If students are required to attend any sessions, we will communicate this to those involved via the Google Classroom. Please do not send students in for these unless they are on the list as we will not be able to accommodate for all students as these are small intervention based drop-downs.

Half term revision

There will be half term revision sessions taking place on the Tuesday and Wednesday of the half term. If your son/daughter is invited to these sessions, you will receive a parentmail next week to inform you. It is imperative that your son/daughter attends these sessions if they are requested to be there.

6th form taster week

There will be a 6th form taster week for all students wishing to come back to 6th form. This week will run from Monday 3rd-Friday 7th July where students will be able to attend taster lessons for the different subjects that we offer at Westfield. This will be a wonderful opportunity for students to see what 6th form lessons will be like and whether these would be subjects that they would want to study. More details will be sent out via the 6th form team regarding the format for the week.

Prom

Please don't forget that we have the Year 11 prom!

This will take place on Thursday 13th July at Watford FC. Doors will be open from 6.30pm and students will be required to exit the venue at 10.45pm, with all students off site by 11pm. There is a strict formal dress code operating and students will only be permitted entry with a valid ticket.

Uniform Recycling

We would like to ask that after the exam season is over and full uniforms are no longer needed, that you would kindly donate any spare uniform back to the school. This scheme has been extremely successful in past years and has helped us as a school to have spare items, helping those students who may require it in the future. If you are able to donate any uniform items, students can bring these in during the 6th form taster week.

If you have any further questions, please do not hesitate to contact me or any of our faculty leaders on 01923 231560.

Yours sincerely,

Mrs Katy Neal
Assistant Head teacher