



September 2015

Dear Parents or Guardians,

Year 11 Yearly Examinations begin on Wednesday, 9 September and end on Wednesday, 16 September. Students have been issued a timetable, a copy of which has been placed on the College website for your convenience. Please review the procedure for absences in the Year 11 Assessment Booklet as there are strict guidelines regarding missed exams. All students are expected to sit their examinations at the time indicated on the examination timetable.

In the timeslots when students do not have a scheduled examination they are expected to:

- a) be in the College Library studying for future examinations and onsite between 9.00am and 3.00pm; **OR**
- b) remain/travel home, with parental permission, to study for future examinations.

Students are required to sign in and out of the College each day as they arrive/leave at the front office. This is a safety issue as we need to know who is on College grounds in case of an emergency.

Please complete the slip below if you give your son/daughter permission to be off the premises at any time during the exam period.

Please ensure that your son/daughter reviews the examination rules and procedures they have been issued.

Yours sincerely,

Mrs Anita Berton
Director of Curriculum

Please return to Mrs Berton in the Library by **Friday, 4 September 2015**

I give permission for _____ to be off premises and at home studying when they do not have scheduled 2015 Yearly Examinations.

Parent/Guardian name

Parent/Guardian name

Date