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Interim Principal

Aidan Blowers

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Dear Parents/Guardians

Please read the information below about the next couple of months.

Study Leave and Exam Leave:

All Year 12 students are required to be in school up until their exams and during the exam season up until their last exam. Students will be allowed the morning off on the day of an afternoon exam and the afternoon off the day before for a morning exam; they must inform the school of their absence by emailing or calling the absence line plus their tutors. Students will need to be in school until they have finished all their exams as teachers will be running revision sessions right up to the exam. We also have some courses where students will be completing coursework so it is vital they are in school. Once they have completed all of their exams they will be able to be on Exam Leave and will not need to be in school until Monday 10th June. They must inform their tutor of this and it is their responsibility to do this. Year 12 students have an extra week off for half term which could be used for Work Experience (please see below).

Work Experience:

As part of the government's changes to Key Stage 5 Careers, guidance and Information, all Year 12 students are required to undertake a week's work experience to help support them with their decision making beyond school whether that be university, an apprenticeship or employment. All Year 12 students were told about this in October 2018 and during assemblies since January this year with the intension that they start to find their own work experience placement.

As they are all over the age of 16 it is the student's responsibility to arrange this work experience placement as it is important for them to take the initiative and develop the communication and organisational skills for this to be successful. The work experience should ideally be in area of interest for the student and should not just be extra hours at an existing job unless it is related to their aspirations. We will require confirmation of the placement with a letter from the employer, on headed paper stating, the times and dates the student will be working and if they have Employer's Liability insurance that will cover an over 16 year old. The dates when the work experience placement can take place are as from Monday 27th May (the start of half term) until Friday 21st June (all placements must be completed by this date).

We have a large number of students who have already taken the initiative on this and have placements lined up so I would encourage all other students to be really proactive with this and arrange something as soon as possible.

If you have any questions about this please contact me by email on:

phillipss@melkshamoak.wilts.sch.uk

Yours sincerely

Steve Phillips

Assistant Principal – Head of 6th Form