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Headmistress: Mrs Rebecca Dougall BA MA

4 May 2018

Dear Parents

Year 11 study leave

As you will be aware, your daughter will be on study leave from today, Friday 4 May, at 4.10pm. She is very welcome to revise in school during this period, and the list of designated study rooms will be posted outside my office and in PE1, the girls' common room. It is very important your daughter signs in and out of school on the correct sheet in Reception during this period so that there is a record of everyone present in school. This is required for Health and Safety Regulations. As the students are on study leave, they do not need to stay in school all day; in the past, some students have, for example, chosen to go into Abingdon for coffee and a break during the day. If you have concerns about your daughter doing this, please discuss it with her and let me know.

Year 11 has been briefed very fully about the examination period, including what to do if they are delayed in getting to school on the morning of an examination. They have also been told that they will be permitted to wear home clothes, following the Sixth Form dress guidelines (copy enclosed), after the first whole year group exam, English language, has been taken, as long as the students demonstrate full compliance with all regulations and instructions for this exam; I will email confirmation of this after the examination.

Your daughter may well be feeling tense at the moment, but things will get better once the exams are underway. There is, as you may remember, some useful guidance on supporting your daughter in the [How to Thrive at GCSE booklet](#).

Please can I remind you to let me know if anything happens during the examination period which might affect your daughter, for example she may be ill or perhaps something happens in your family, we can then alert the examination boards as well as support your daughter.

I will end with a reminder that all students will be expected back in school for the last two and a half days of term on 4, 5 and 6 July to take part in important end of term activities, including Prize Giving on Thursday 5 July at 2pm.

If you have any queries or concerns, please do contact me.

Yours faithfully

Mrs Helen Nash
Head of Middle School
hnash@shsk.org.uk

Year 11 study leave dress guidelines

This dress code applies for study leave and I/GCSE examinations, once permission has been given for uniform not to be worn, and the final three days of term. It is based on the Sixth Form dress guidelines.

We want you to feel comfortable and ready for work. You should aim to be neat and presentable and to dress in a way that is appropriate for the school day. You may choose to wear your uniform or home clothes. If you choose to wear uniform for your examinations and/or in school revising, uniform and home clothes should not be combined.

You must ensure that you do not dress in such a way that may cause offence or embarrassment for students, staff and visitors. Staff will ask you to change or cover up if it is considered that your dress or appearance is in any way inappropriate for the working school day.

Please avoid clothes with lots of writing for exams – logos are fine.

General guidelines:

This is taken pretty much word for word from the Sixth Form guidelines and some points may be more relevant than others for you this term.

- Jeans (and denim skirts) may be worn provided they are not torn, patched, ragged or written on.
- Skirts should be mid-thigh or longer, this also applies to tops worn over leggings.
- Tops or dresses should not be low cut, reveal cleavage or expanses of bare flesh. Midriffs should be covered at all times. Bandeau and halterneck tops are not acceptable.
- Shorts to mid-thigh are acceptable but short shorts, cut-offs and hot pants are not.
- Active wear is not permitted except when playing sport.
- For safety reasons, open-toed shoes and flip-flops cannot be worn in science laboratories.
- Make up should be discreet, nail varnish is permitted.
- Hats, hoods and other head coverings may not be worn in lessons/examinations or for assemblies unless special permission has been obtained from the Headmistress.
- Body piercing, other than for ears, is unacceptable. Any girl presenting herself at school with unauthorised body-piercings will be required to remove the stud/ring irrespective of when the piercing was carried out, or cover with a medicated dressing.
- Any tattoos (henna or other) should not be visible. NB it is an offence to tattoo anyone under the age of 18.
- Hair should be a natural colour.

Smart dress

This will be required in the last days of term, for Prize Giving and Whole School Eucharist at St Helen's church, where you should dress more formally: a mid-thigh length, or longer, skirt or dress, or tailored trousers with a shirt, sweater, jacket or equivalent and shoes appropriate to the occasion. No denim or black jeans please.

If you have any questions about any of this, please ask me.

Mrs Helen Nash
Head of Middle School