



30 June 2020

Dear Parent/ Carer

Please find below a copy of a letter which has been shared with your child.

This is the saddest way to say goodbye I have ever known in the 22 years that I have been involved with the sixth form. However, this is our new reality for now and we need to hang on to the great memories we've had together over the last two years. We will, when the time is right, say our goodbyes properly and in a meaningful way. Until that is possible, we have done our best to say some of the things we would normally get a chance to do so on our Leavers' Afternoon in the video. It should be possible to access this on the website. Hope you enjoy it!

We still need to officially sign you off unfortunately and the safest way to do this is online and spread across a few days. The link below, which will also be sent via email, **must** be completed by all students please. Without completing this you will not have officially left!
<https://forms.office.com/Pages/ResponsePage.aspx?id=WnSRoNi3ek2yphNZBT1FEIql3eIHeKxCIJaG8Rm73dRUNkkyVURMViqyUjhVQjhJVIdRTzhHMTIWQS4u>

We also need you to return all books and locker keys back to us as part of the leaving procedure. Please check at home for library books and all textbooks. There will be a book depository outside the school building. Signs will direct you, on Monday 6th, Tuesday 7th and Wednesday 8th July. Books are to be returned, preferably in a plastic bag, with your name inside the bag.

Students who have lockers will need to complete the form using the link below to inform us of your bank details to enable a deposit refund to be completed. Locker keys should be placed in an envelope with your name and locker number on the envelope too. If your locker needs emptying, I will let you know of a date in the last week of term that Mr Emerson can safely allow access to the study room. You can keep your ID badges as a lovely memento.
<https://forms.office.com/Pages/ResponsePage.aspx?id=WnSRoNi3ek2yphNZBT1FEIql3eIHeKxCIJaG8Rm73dRUNFBYQ1ITNEq3U0s5MIA2OFBONFY3WDFLVy4u>

Please ensure you complete all the above in a safe manner. The Academy is following government guidelines so please ensure you do so when you come to the school. You will not be able to go into the building when you deposit keys and books, this will all be done outside. I will let you know a date for locker clearance as soon as I have it.

The expectation at the moment is that result's day this year will be all done remotely. You will be emailed your results. There will be more information on this to follow so please keep checking your emails for updates.

Until we get to do proper goodbyes, take care, stay in touch and stay safe. Thank you for the best two years!

Yours faithfully

A handwritten signature in black ink, appearing to be 'J Houghton-Wood', written in a cursive style.

Mrs J Houghton-Wood
Head of Sixth Form