



St. Louis

GRAMMAR SCHOOL

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14th May 2010

Dear Parents/Guardians,

Year 14 students will be on study leave from today, Friday 14th May at 3.30pm. While most students may decide to remain at home to study, supervised study will be available in school from 9.00am to 3.30pm until the end of the examinations. This study facility will be held in C1. Any Y14 student who wishes to avail of this must register their intention to study in school with their Year Head each morning. Students using supervised study must remain in the study room for the full duration of the school day. **Pupils coming into school, for any reason, must attend in full school uniform.**

Once study leave begins any pupil who needs to speak to a teacher about a subject or any other issue, is advised to telephone the office and make an appointment before coming in. Some teachers may schedule revision classes during study leave time and it is recommended that pupils attend such classes.

All pupils are aware of the rules and regulations in relation to sitting their examinations. Students must be at their examination room for a morning exam at 9.00am and afternoon exam at 1.15pm with all the required equipment for each examination. Pupils are not permitted to borrow equipment from any other student during exams. **Please note students are not permitted to bring mobile phones or other electronic devices into any examination room even if they are switched off.** Pupils are strongly advised to leave mobile phones at home during examinations. Each student has been given an individual timetable which lists the times and dates of each of their examinations. Subject text books are to be returned to teachers on the day of the final examination for that subject.

I would like to take this opportunity to wish your daughter/son success with their studies and also to thank you for all the co-operation and support you have shown throughout your child's time at St. Louis. Full paper copies of results will be available from school on **Thursday 19th August 2010 at 10am.** Your son/daughter has also been given the opportunity to access his/ her results from CCEA and Edexcel online. If you have any need to contact me about any aspect of the examination process please do not hesitate to do so.

Yours faithfully,

Mr Kevin Martin
Principal