



17 June 2019

Dear Parents and Carers

Re: Year 12 Reminders and Arrangements for 1-2 July 2019 and 8-10 July 2019

Firstly, I would like to remind parents that on Monday 1 July and Tuesday 2 July, year 11 students will be attending sixth form taster lessons and therefore year 12 students are granted study leave for these two days. No year 12 student will be expected to attend school unless they have been requested to do so.

Secondly, on the following week, year 12 students are to be in school at the normal time but will be 'off timetable' from Monday 8 July until Wednesday 10 July. All year 12 students will participate in Pathways Day on Monday 8 July; this is a full day and students are expected to attend all sessions. On Tuesday 9 July and Wednesday 10 July all year 12 students will attend an Insight into Management course, which takes place on the school site, during normal school hours.

Please note that all these are full days and students with early finishes on their timetables will be required to stay on site unless they are advised otherwise.

Transport to School via School Contract Bus:

Please be aware that on Tuesday 9 July there are **no school buses** to or from St Martin's School due to the lower school sports day, which is compulsory for all students in school years 7 to 10, being held at the Brentwood School. Additionally, on Wednesday 10 July there are only buses to school and NOT for the return journey due to the lower school year groups being out of school on various activity days.

Therefore, year 12 students who use the school bus service will be required to make their own transport arrangements on these days. If this is likely to cause difficulties, please contact me as soon as possible on sixthform@st-martins.essex.sch.uk

Yours sincerely

A handwritten signature in black ink that reads "Howells".

Mrs S Howells
Head of Sixth Form, Assistant Headteacher