

Headteacher

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Coloma Convent Girls' School
Upper Shirley Road
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17th March, 2020

Dear Parents,

We are writing to let you know that we are introducing flexible-hours arrangements for Year 13.

From today, students will only be required to attend their timetabled lessons for their examinations. If they have supervised study sessions first two periods in the morning, they may travel in later and if they have supervised study in the afternoon, they may leave at lunchtime. Your daughter's attendance figures will not be affected by this arrangement and it will be marked as study leave. I have spoken to the girls this morning about the importance of being self-disciplined with their time management and making good use of the opportunities to revise and concentrate at home.

It is very important that your daughter uses the interim signing in and out system in the sixth form centre for safety purposes. She should also plan her journeys carefully to avoid being late to class, as the frequency of buses, trains and trams can vary from the usual morning services.

I have also asked the girls to ensure they have full access to all of their learning materials to support their flexible study at home. Folders and text-books should not be left in lockers at school. Any digital resources outside Google Classroom should be transferred to a Cloud storage service. Students may also use their mobile phones to access learning materials in school but only when they are in the sixth form centre, not on other part of the school site. We will use Google Classroom to update the girls with additional learning resources and any helpful messages during the weeks ahead.

We appreciate that the current news and uncertainty is unsettling for the girls. We are working to support them at school and beyond and ask them to maintain their focus on their revision programmes and future plans. I have advised them to only read information from the Government website and from Ofqual <https://www.gov.uk/government/organisations/ofqual> should they wish to access any updates or seek clarification on any examination matters.

We are very proud of the way they have responded to the challenges of Year 13 and the genuine care and support they have shown for each other. The Coloma community is blessed by their leadership and role modelling.

Yours sincerely

Mrs A Stott

Deputy Headteacher, Head of Sixth Form



REPLY SLIP

Ada Lovelace Day Celebration on Tuesday 8th October 2019.

Daughter's Name:

Tutor Group:

I understand that my daughter will be visiting the Siemens Mobility Ltd in Croydon on Tuesday, 8th October 2019 and will need to be in school by 8.00am.

Does your daughter have any medical conditions or allergies which have developed since completing your daughter's medical form at the start of last academic year?

YES/NO (Please delete as applicable)

If YES, please give details: _____

Emergency contact number: _____

Parent(s) name(s): *please print* _____

Signed: _____

Date: _____

