Dear \_\_\_\_\_\_\_\_\_\_,

At this important stage of Year 11 for \_\_\_\_\_\_\_, we would like to take this opportunity to thank you for your continued support through the beginning of the examination period, and to confirm the date he/ she will complete his final examination. All staff at The Edge Academy will continue to help and assist \_\_\_\_\_\_\_ for the reminder of his/ her time with us.

\_\_\_\_\_\_\_\_\_\_\_\_’s final examination at The Edge will be on 14/06/2017. Up until this date, our expectation is that all lessons as well as all examinations are attended in normal academy uniform at all times. Normal academy expectations regarding punctuality and high standards of behaviour also apply. We also enclose a full summary of the times of all remaining examinations \_\_\_\_\_\_\_\_\_ has left to take.

Please be aware for your diary that Year 11 Results Day is on Thursday 24th August 2017. Further details on arrangements for this will follow over the coming weeks, but the academy will be open to students from 9am.

If there is anything else we can do at present to further help and support, let us know. As the academy’s new Deputy Headteacher with oversight of examinations, I am more than happy for you to call me or e-mail me directly at andrew.wakefield@theedgeacademy.co.uk with any queries you may have.

Yours sincerely,

Andrew Wakefield

Deputy Headteacher

The Edge Academy

NB- all highlighted sections have been personalised on letters handed to students/ posted home.