



*Church of England School*  
 Headteacher: Mr A J Wilcock MA (Cantab)

21<sup>st</sup> September 2017

Der Parent/Carer,

**Year 13 Probation**

I am writing to you with regards to the Year 13 probation system. Your son/daughter achieved either an E or U grade in one or more of their end of Year 12 exams. They will therefore be placed on probation for that subject. This means that their progress and attainment in the subject will be closely monitored, particularly the result achieved in the upcoming October assessment. An E or U grade in this exam may lead to them being withdrawn from that subject.

As part of the probation system your son/daughter will also be placed on a study room timetable. This will involve the students spending two hours a week in the study room working specifically on the subject in which they achieved an E or U grade. The students have been made aware of this and the two periods have been added to their timetable. It is important that the students are using these two hours to complete extra work and not just the work that the teacher is setting for all students to complete. I have encouraged teachers to set students extra work to help them fill in any gaps in their knowledge that might exist from Year 12. I have also encouraged the students to approach their teachers to clarify exactly what they need to do in order to improve on their Year 12 grade.

Students have also been made aware that they need to sign in with Mrs Hoey in the study room so that we have a record of their attendance. Failure to attend their designated study room sessions will hinder the students' chance of passing probation and in turn may lead to them being withdrawn from the subject.

The probation system is in place to help support students and help ensure that the students end with a grade which will help them to move forward after Year 13. As always, your support with this is greatly appreciated.

Yours faithfully,

**Mr A Jeffries**  
 Head of Year 13



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