

VJJ/LDD

May 2018

Dear Parents/Carers

**Re: Year 11 Leavers' Assembly**

On the morning of Friday 22 June, we will be holding a Leavers' Assembly for our Year 11 students. This is an **optional event** and will include looking back over the students' five years at Caldew School, entertainment provided by the students themselves, the opportunity to take photographs and get shirts and leavers' books signed and light refreshments. Students should dress smartly, as they did for their Work Ready Day in December, however we do not expect parents/carers to buy expensive outfits especially for this occasion. There is a two hour exam (Product Design) on the morning for a small number of students, these students should come into school in full uniform but may bring clothes to change into if they wish. At the end of the assembly, arrangements will be made for buses to pick students up at **12.00pm** and take them home.

Due to the fact that there is an exam in the morning, we are asking students to come in at **10:30am**. If students can only get to school via school transport we will arrange somewhere for them to wait until we gather in the Dining Room for a light buffet at 10:30am. The assembly will start in the Theatre at 11:05am and will finish at 12:00pm. Students are then expected to leave the school site either by school bus (which we will arrange) or be picked up by parents/carers. In order to help us make arrangements with the bus companies it is vital that we get accurate numbers so please complete and return the attached reply slip to **Student Services before May half term**.

In previous years almost all students have enjoyed a very pleasant time and gone home with happy memories. Unfortunately we need to mention the fact that there have sometimes been a small number of students who have spoiled the day for everyone. I would like parents/carers and students to be clear that such misbehaviour will have significant consequences. This will include being barred from attending the Prom that evening as well as the long term consequence that it will be mentioned in any references requested from the school, and may result in students being refused admission to the 6th Form

Please complete and return the attached reply slip to Student Services before May half term.

Yours sincerely



Ms Vicki Jackson  
Headteacher

[Vicki.Jackson@caldew.cumbria.sch.uk](mailto:Vicki.Jackson@caldew.cumbria.sch.uk)

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**Year 11 Leavers' Assembly (Friday 22 June)**  
*Please return to Student Services before May half term*

Student Name: ..... Form: .....

Transport arrangements for Year 11 Leavers' Assembly (Friday 22 June at 12.00pm) (*tick as appropriate*):

- Own transport
- School transport Usual Drop Off Point: .....

Parent/Carer Signature: .....

Parent/Carer Name: ..... Date: .....