

Our ref: DHO/NIN
Date: 27th March 2024

Student:

Dear

Year 11 End of Year Arrangements

Year 11's timetable will continue until **Wednesday 12th June 2024**. From **Thursday 13th June 2024**, only invited students are required to attend sessions; this will be communicated on an individual basis by Mr Howkins (Vice Principal for curriculum and outcomes).

From Monday 10th June until Wednesday 12th June, students are asked to hand back locker keys via the letter box outside the Attendance office, so that the keys can be reallocated to incoming Year 7 students. To reclaim the deposit, the attached form should be completed with the key attached and placed in a **sealed envelope** before it is handed in. Students should ensure that any books they have borrowed from teachers, or the Learning Resource Centre (LRC) are returned before they hand in the form. Staff will ensure that outstanding books have been returned and whether any other monies are owing before the refund can be made. As we are a cashless academy, any deposit returns will be made by bank transfer. Refunds will then be processed before the end of the summer term.

Lockers which remain unemptied by the 13th June will be cleared by academy staff and the contents disposed of. Please remember that refunds can only be made upon the return of the original key. Please do not pass locker keys to siblings, as lockers are automatically reallocated to new students.

Students should also ensure that any money remaining on catering accounts is spent prior to the leaving date. No refund is possible.

If XXXXXX has medication kept in the Academy, you will receive a separate letter concerning collection details.

The **Year 11 Leavers Assembly** will take place on **Wednesday 12th June**. Invited students will arrive at 8.40 am and register with their tutor as usual. They will be given the first part of Period 1 in the gym to mingle with friends and write messages of good luck to each other. At 9.30 am students will make their way to the auditorium for their graduation ceremony. To celebrate the day and mark it as a special occasion, students are to have the privilege of wearing smart, formal clothing such as they would wear to a wedding or a job interview. If students or parents have any questions about this, we encourage you to contact the appropriate Form Tutor in the first instance. To comply with GDPR regulations and OSA's protocols, no 'phones or cameras are to be used until after 11 am. Students may gather outside at 3.10 pm should they wish to use the school buses to return home.

Students will be dismissed from the ceremony at approximately 11 am, where they will head back to the gym before being permitted to leave the Academy site.

In previous years, it has become something of a tradition for students to have their friends sign a shirt, which is then kept as a memento. Although we do not encourage this, if XXXXXX wishes to have a shirt signed, then a separate suitable shirt can be brought into the Academy on **Wednesday 12th June** only. On no account are students to sign (at any time) shirts worn by other students. Should this happen, students will immediately be sent home.

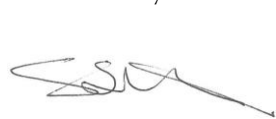
Results Day is Thursday 22nd August and students will be able to collect their results from the Academy **between 9 am and 10 am on that day**. Guidance has previously been issued regarding any student unable to collect results in person, but a reminder is given that results cannot be collected on students' behalf, by anyone, unless they come in with Photo ID and signed, written permission from the student, specifically naming and authorising the Academy to hand over their results.

If you have any OSA uniform, including PE kit items, which you no longer need, we would be grateful if you could donate these. Items can be dropped off on the Results Day.

We are delighted to confirm that on Thursday 27th June 2024, Year 11 students will be able to celebrate together at their Prom, which will be held at Kersey Mill. Should XXXXXX have not yet purchased a ticket, and they have achieved the required Passport to Prom points, we strongly advise students to do so as a matter of urgency so that they can attend the event. Please make payment by logging onto <https://www.ipayimpact.co.uk> with your Username and Password

We wish XXXXXX every success in the future and thank you in advance for your support.

Yours sincerely



Mrs S Morris – Principal



Mr D Howkins – Vice Principal



Mrs R Moulton-Day – Head of Year 11

Reply Slip
Ormiston Sudbury Academy – Year 11s
Locker Key Deposit Refund 2024

Student's Name: XXXXXX

Tutor Group: 11 XXX

Locker Number: _____

To refund the locker deposit of £5 (less any outstanding money owing, such as a lunch pass, unreturned library books or damage to property) please provide bank details below. We will contact you separately to obtain the remaining bank information required to complete the transaction.

Name of Account Holder: _____

Name of Bank: _____

Bank Sort Code: _____

Signature of Parent/Carer: _____

Date: _____

Once the locker has been emptied, please attach the key here using adhesive tape:



For Academy Use Only:

Funds owing: _____

Refund due of: _____

Locker empty: _____

Remaining bank account number obtained: _____

Email/conversation with: _____

Date: _____

Date refund made: _____

Date on bank account: _____