



**Ormiston
Sudbury
Academy**

Ormiston Sudbury Academy
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Principal: Mrs S Morris, BSc Hons, ARCS, MBA

Our ref: SMO/DHO/NIN
Date: 06.05.25

Student:

Dear

Year 11 End of Year Arrangements

Year 11's timetable of lessons and revision sessions will continue until **Wednesday 11th June 2025**. After the morning Maths exam students will be free to leave to study at home. From that point, they need only attend for exams and revision sessions to which they have been invited. If any student needs to remain in school for full days for transport reasons, there will be a study space made available for them.

The **Year 11 Leavers Assembly** will take place on **Thursday 19th June**. This is an invitation only event. 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 11am.

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, students have wanted 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 11th June** only. Students need to be aware that they cannot disturb lessons to ask staff or friends to sign their shirts. They can bring the shirt in with them on 19th June.

Results Day is Thursday 21st 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. Ties would be particularly useful. Items can be dropped off in reception at any time



**Artsmark
Alliance**
Platinum Award



We are delighted to confirm that on **Thursday 26th June 2025**, Year 11 students will be able to celebrate together at their Prom, which will be held at AFC Sudbury. Should XXXXXX have not yet purchased a ticket, 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.

From Monday 9th June until Wednesday 11th 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.

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



Mr N Bloom – Head of Year 11

Reply Slip

Ormiston Sudbury Academy – Year 11s
Locker Key Returned 2025

Student's Name:

Tutor Group:

Locker Number: _____

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

