



**Teddington
School**

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13 June 2019

Dear Families

As the examination period draws to a close I would like to congratulate your child on their efforts during the past few weeks and I look forward to celebrating their successes with them on Thursday 22 August when they collect their results. I am writing to you to clarify arrangements for the last events taking place for Year 11.

Outstanding Balances – Clearance Day Wednesday 19 June

Year 11 students should attend Clearance Day at school on Wednesday 19 June from 9.00am – 11:30am. Students may wear their own clothes if they do not have an exam on this date.

As a school it is now time for us to ensure that all accounts are cleared and school books are returned. If your child has any school textbooks or library books, these must be returned to the relevant teachers by Wednesday 19 June. Any textbooks that are not returned will be charged to you. Additionally if your child has any of their own revision books which they no longer require we would be grateful for any donations to the school. These text books and revision guides can support future students in their GCSEs.

Students should return their student identification card and two locker keys, or pay for non-return at £5.00 per key. Students must bring cash on the day to clear any outstanding balances. Students must also prove they have cleared their lockers so these are ready for new students.

Parent Pay accounts will also be cleared. If an account has any arrears this must be settled before clearance will be granted.

Upon successful clearance of all accounts, students who have paid and are attending the prom will be able to collect their ticket.

Some students may wish to prepare for clearance and can use the attached form which will speed up the process and be greatly appreciated.





Year 11 Prom – Richmond Hill Hotel – Friday 21 June 7.00pm until 10.30pm

Please note that ticket sales will close on Monday 17 June. Please ensure that your child is aware of the following arrangements for Prom:

1. Entrance will not be permitted without a ticket.
2. All students will be searched upon entry into the hotel and any items which are restricted will be confiscated.
3. Once students leave the main door of the hotel they will not be allowed re-entry.
4. All students will be expected to follow any instructions from both Teddington School staff and Richmond Hill Hotel staff. Any refusal to do so will result in the removal from Prom.
5. The Richmond Hill Hotel will reserve the right to refuse any student entry to Prom.

There will be a welcome drink for all students, a photo booth and plenty of time to request songs from the DJ. Students should also ensure they bring some money with them as there is a cash bar where they can purchase additional soft drinks.

GCSE Results Day – Thursday 22 August 2019

Students can collect their GCSE results from the atrium in the morning. Timings for this event will be confirmed at a later date. If you are away on this date and you would like the results posted to you, please email Ms Bailey to confirm this arrangement.

Alternatively you can request a family member to collect the results or for me to give your results over the phone, but permission will need to be sent to me before Thursday 22 August.

I wish the whole year group the best of luck in their final exams.

Yours faithfully

Ms Bailey
Head of Year 11