



**Teddington
School**

Teddington School, Broom Road,
Teddington, Middlesex TW11 9PJ

T 020 8943 0033

W www.teddingtonschool.org

E info@teddingtonschool.org

Headteacher: Kathy Pacey NPQH

21 May 2019

Dear Families

Year 11 Clearance Morning Wednesday 19 June 2019

Year 11 Clearance morning will take place on Wednesday 19 June between 9.00am-11.15am.

Every Year 11 student will be required to complete a Clearance Form. To do this they will be required to see the relevant members of staff from each department and obtain signatures to confirm that any books borrowed have been returned and any outstanding debts paid.

Once the form is complete, students will then need to hand in their Teddington School ID cards, and both locker keys. If they do not have both locker keys there is a charge of £5 per key. Once clearance is complete students may collect their Prom tickets from me.

If students have any outstanding debts, it is important that they bring sufficient cash to clear these otherwise they will not be able to collect their Prom ticket. Copies of the Clearance Form will be available from Student Services on the morning of 19 June and will be emailed home prior to Clearance Morning.

Please ensure that you log in to your ParentPay account prior to Clearance Morning to ensure that this account is also clear of any outstanding payments.

Yours faithfully

Ms S Bailey
Head of Year 11

