



February 2024

Dear Parent/Carer,

As we approach the final months of your child's tenure at Townley, I wish to draw your attention to several significant dates and events scheduled to transpire between now and the culmination of the summer term. Your child's **final day of classes will be Thursday 9th May**. The ultimate day of the academic year, including **the leavers' assembly, is Friday 10th May**.

On the last day, your child is permitted to attend school donning their former school uniform and may inscribe a farewell message on their school shirts. While it is customary for students to exhibit enthusiasm on the final day, we maintain the expectation that students comport themselves appropriately, both on and off-site.

### **Leavers' Assembly:**

Commencing at the customary registration time of 8.30am, students will partake in a student-led leavers' assembly, followed by a leavers' fun fair on the field across the road. During the fun fair, students can avail themselves of various food vendors and relish music as a means of commemorating their Sixth Form journey. The on-site period concludes at 12.30pm when students are expected to depart.

### **Examination Period:**

The examination period is **from Thursday 9th May to Wednesday 26th June**. Your child's **exam timetable**, disseminated during the week of 18th March 2024, will be accompanied by an Exams Assembly conducted by our exams officer, Mrs. Odlum.

Students studying on-site during this period must adhere to uniform regulations and school policies, with the Sixth Form office offering an open-door policy for discussing exam-related concerns. Students are required to sign in with our **attendance** officer in the student hub and sign out using Cognito forms to indicate their on-site presence. **Lockers** must be emptied by the conclusion of the exam period, with the Sixth Form team disposing of any remaining contents.

### **Head Girl's Day and Leaver's Ball:**

Head Girl's Day, a formal event acknowledging Year 13 students' achievements, is scheduled for **Friday 28th June**. Parents are invited, and additional details, along with a formal invitation, will be shared in due course.

The Year 13 Leavers' Ball, hosting over 200 students, is set for **Saturday 29th June**.

**A Level Results Day:**

A Level Results Day is scheduled for **Thursday 15th August**, with students expected to be present at school at 9am or provide written authorisation for result collection by a designated representative. A Level certificates from various exam boards will arrive in the autumn term, and collection details will be communicated subsequently. Students wishing to visit the school post-exam period must sign in at reception and arrange a pre-booked appointment with a staff member.

I express my gratitude for your ongoing support throughout your child's Sixth Form journey at Townley.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Viktoria Papen'. The signature is fluid and cursive, with the first name 'Viktoria' written in a larger, more prominent script than the surname 'Papen'.

**Ms V Papen**

**Assistant Headteacher: Sixth Form**