



1st October 2018

Dear Parent(s)/Carer(s),

Study Prep: Tuesday to Thursday - AM 7.30 to 8.30 and PM 3.30 to 5.00
Starting on Tuesday 9th October 2018

Study Prep is a supervised independent study period provided for students to undertake silent, individual study. This provision is particularly suitable for students in Year 10 and Year 11 but is now open to students from all year groups.

The aim is to provide time and space for students to develop their independent study skills. In order to ensure that students have an environment conducive to study, we will provide a supervised space for students to study, revise and complete homework three days a week - Tuesday to Thursday - before and after school.

Study Prep CONDUCT

Expectations of conduct in Study Prep are of the highest order. We expect students to work in silence and commit themselves to their independent learning. Usual school rules will apply throughout Study Prep. Students **MUST** sign-in and sign-out of Study Prep. Students who do not use the Study Prep appropriately will be asked to leave and will not be readmitted.

- **AM Study & Preparation.** Morning Study Prep starts at 7.30am. Supervising staff have other duties at 8.30am - so students will be asked to leave Study Prep and move to the A floor or playground at 8.30am to join the other students. Students are expected to work in silence.
- **PM Study & Preparation.** Evening Study Prep starts at 3.30pm. Students are welcome to go straight to A80 after lesson 6 but from 3.30pm Study Prep rules will be apply and students will be expected to study in silence. **Students are not allowed off-site before attending Study Prep and students will not be admitted after 3.30pm.** However, students who are attending a subject revision/club and then want to attend Study Prep may do so.

Yours sincerely,

Ms J McDonald
Headteacher



STUDY & PREPARATION PROVISION PERMISSION SLIP

Daughter's name: Form:

- I give permission for my daughter to make use of the Study Prep provision at the school.
- My daughter understands the conduct expectations of Study Prep.
- I understand that it is the responsibility of my daughter to inform me of her intention to attend Study Prep the evening of the day before.

Name of parent/carer: Date:

Signature of parent/carer: