27th March 2017

Dear Parents,

Term 4 arrangements for Year 11: Study Leave / Work Experience / Bridging Course

Term 4 is an important one for Year 11 students and there are a number of key dates that will be useful for you and them to be aware of as you plan the next few months.

The first day of Study Leave is May 1st. This signals the beginning of the IGCSE examination period. Lessons will not take place during this time but we strongly encourage students to come into school to take advantage of our facilities and to seek the help of their subject teachers where necessary. Between now and the completion of their IGCSE examinations students should be prioritizing academic work over all other activities. Rules for study leave are on the next page.

Work Experience Week is 12th – 16th June. This is a wonderful learning experience and opportunity for students to explore the world of work. Students should be seeking and finalising suitable placements during the coming holidays and study leave period. If any parents could help us by taking one or more of our students for the week we would be very grateful. If you are able to help please contact Mr. Gary Wambeek for more details.

June 19th - June 23rd is our Sixth Form Bridging Course. This includes a range of activities designed to help students with the transition from Year 11 into the Sixth Form including a subject specific “Introduction to AS Level” day and an overnight trip to visit our Sixth Form community project. It offers a chance for students to start to develop some of the independent skills vital in the Sixth Form, as well as the opportunity to meet and bond with their mentors and groups for next year. This Bridging Course is only for students who are staying with us at the British School Kathmandu and is a compulsory part of the induction programme for the Sixth Form.

More information about these events will be communicated in greater detail with students and parents nearer the time, but please use this information to inform your family’s summer arrangements. Do not hesitate to contact us on either gwambeek@tbs.edu.np or gcaines@tbs.edu.np if you would like more information.

Yours faithfully,

Mr. Gary Wambeek
Head of Key Stage 4

Ms. Gemma Caines
Head of Sixth Form
Study Leave Rules for Year 11

Students are on study leave from May 1st 2017 and can choose to study at home or in school after this time. If they choose to study in school the following rules apply:

- They must sign in at the secondary office as soon as they arrive, so we can maintain an accurate record of students who are on site in case of an emergency or drill.

- Students must be studying sensibly and quietly in a suitable venue such as the library.

- School reserves the right to ask any student to leave if they are disrupting lessons or other learners. Home will be contacted in this instance.

- Sports facilities are not to be used by students on study leave during lesson hours under any circumstances. Students are welcome to use school for studying but not for socialising.

- Students are welcome to join clubs at 3.30pm with the permission of their parents.

- They must sign out at the secondary office when they are ready to leave and then go home immediately. Again, this is for safety reasons in an emergency.

- Students who wish to make appointments or arrange sessions with individual teachers are advised to contact them beforehand to ensure that they are available.

- When students have an examination or isolation period they must arrive at school at least 15 minutes before the start of their session, and sign in / out of the secondary office as above.