27th March 2017

Dear Parents,

Term 4 arrangement for Year 12 & 13 students: Study Leave / University Preparation Week

For Year 12 & 13, the first day of Study Leave is May 5th. This signals the beginning of the A Level 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 examinations students should be prioritizing academic work over all other activities. Expectations for study leave are on the following page.

For Year 12, in preparation for student applications to universities and colleges next academic year, we are running a University Week planning course from 12th - 15th June. Sessions will be within the timings of a normal school day and will include:

- Specific information about the university systems that students wish to enter;
- Advice on how to select a suitable course / institution;
- Information on different international application systems;
- Sessions on writing personal statements and essays;
- Setting up UCAS and Common App accounts for applicants to the UK and USA;
- Information about testing;
- One-to-one guidance and advice;
- Individual time to research courses and institutions.

This is an excellent opportunity for students to use the time following their AS Level examinations productively. This will lead to stronger applications, allow for more informed decisions and ensure that the application process does not intrude upon their A Level progress next year. There will be dedicated twilight sessions for Parents and a detailed schedule will be sent nearer the time.

Year 12 students are expected to attend and these sessions will not be repeated in the new academic year. If you have any queries, please contact me on gcaines@tbs.edu.np or smoore@tbs.edu.np for more information.

Yours sincerely

Ms. Gemma Caines
Head of Sixth Form

Mr. Sean Moore
Higher Education Coordinator
Study Leave Rules for Year 12 & 13

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 Sixth Form 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 3.30 with the permission of their parents.

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

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