

# The Hemel Hempstead School

Heath Lane  
Hemel Hempstead  
Hertfordshire  
HP1 1TX  
[www.hhs.herts.sch.uk](http://www.hhs.herts.sch.uk)



01442 390100 (t)

[admin@hhs.herts.sch.uk](mailto:admin@hhs.herts.sch.uk) (e)  
parent contact email:  
[parentmail@hemelschool.com](mailto:parentmail@hemelschool.com)

**Headteacher: Neil Hassell BEng (Hons) NPQH FRSA**

Letter 155

26<sup>th</sup> April 2019

Dear Parent/Carer

## Year 13 Leavers Arrangements

I am writing to inform you of the arrangements for upcoming events to celebrate the end of Year 13. Firstly, Leavers' Day is Friday 17<sup>th</sup> May. We hope this will be an opportunity for students and staff to celebrate the students' achievements and remember the time they have spent here.

The plan for the day is as follows:

9.00am: Students arrive in school for tutor time. Students will not be allowed off the school site once they have arrived in school.

9.30am: Leavers' Breakfast in the study room.

10.15am: Yearbooks and hoodies to be issued.

10.45am: Leaver's Reception in the study room.

Once the Leavers' Reception is finished students are asked to leave school site by 12.00pm (unless needed for a lesson or an exam).

We would like to invite parents/carers to the Leavers' Reception at 10.45am (maximum of two guests per student). Please return the reply slip by 10<sup>th</sup> May to Mrs Cooper in the sixth form. We **must** have reply slips in order for us to be able to cater for this event and ensure we have enough seating organised.

Please note there will be no parking available on the school site.

The final event for staff to celebrate with students will be the Leavers' Dinner on Monday 1<sup>st</sup> July at the Aubrey Park Hotel. This is a formal dinner which many staff will attend. The Senior Prefect team will be circulating information on this event nearer the time.

Finally & most importantly, we want our students to leave school on a positive note and recognise these events as a time of celebration and reflection. In particular we wish the Leavers' Day to be an enjoyable event for all students and staff involved and I am sure all our Year 13 students will ensure that will be the case. The examination season has begun by this time and so it would be extremely unfair on the students sitting exams if any disruption was to take place & students will be asked to leave immediately if they do disrupt the school day in any way.

I look forward to seeing many of you at the Leavers' Reception on 17<sup>th</sup> May.

Yours faithfully

Head of Year 13

✂.....

Please return this slip to Mrs SJ Cooper, Sixth Form Office

**Letter 155**

## Year 13 Leavers' Day Arrangements

Name of student: ..... Form: .....

I/we confirm that:  one parent/carers will be attending the Leavers' Reception on Friday 17<sup>th</sup> May  
 two parents/carers will be attending the Leavers' Reception on Friday 17<sup>th</sup> May

Signed: ..... Date: .....

(Parent/Carer)

