



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

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LPR/bg

May 2026

Dear Parent/Carer

Year 11 Expectations

Summary of Actions	Deadline
For Information.	N/A

As we move further into the Year 11 examination period, we would like to remind you that from **Monday 1 June**, students are permitted to work from home on study leave between their examinations.

It is imperative that parents and carers inform the Attendance Team each day if their child will be working from home. We have groups of students who will continue to attend school to revise between exams, and it is essential that we know which students we should expect on site and which students will be revising from home. This is an important part of ensuring the safety and wellbeing of all students and allows us to account for everyone appropriately.

Please note the following expectations:

- Parents/carers must contact the Attendance Team each day their child will be working from home.
- If we have not been informed that a student is on study leave at home, we will expect them to be in school and will make contact if they are absent.
- Students working from home must arrive at school at least 30 minutes before the start of their examination.
- Upon arrival, students must sign in via Main Reception before attending their exam.
- Once their examination has finished, students must sign out again via Main Reception before leaving site.
- After signing out, students must not return to the school site unless they are returning later in the day for another scheduled examination.

These procedures are in place to ensure we have an accurate record of who is always on and off site, particularly in the event of an emergency.

We appreciate your support and cooperation during this important examination period and thank you for helping us ensure all students remain safe, supported, and accounted for.

Yours sincerely,

Mrs L Lee
Head of Learning, Year 11