



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

We will achieve excellence and inspire generations the Cass Way

Headteacher: Mr P. Woods

12th September

Dear Parent / Carer

I am delighted to welcome your son or daughter into Year 13. This will be an exciting and challenging year for students.

In order to support students, this year Year 13 students are allowed some time each week during the school day to study at home or in a local library. These times have been agreed with your son or daughter's tutor. We call this an exeat.

If a student has a morning exeat, they must arrive in school ready for the start of period 3, at 11.20am.

If a student has an afternoon exeat, they can leave school from 1.10pm that day.

On all other days, a student should be present in school from 8.30am and will leave at 3pm.

The dates and times agreed by your son or daughter and their tutor are overleaf.

If you give permission for your son or daughter to be part of the exeat system, please ask them to return the slip to school. **Without this signed permission students cannot be granted permission to leave school.**

If you have any questions, please do not hesitate to contact me.

Yours faithfully

Ms K Rowley-Conwy

Assistant Headteacher

Exeat Reply Slip

Return to the Year 13 Senior Tutor's Office.

Exeats cannot be taken until this is completed.

Student name:

Form:

Agreed exeat times:

Week 1	
Week 2	

Signed: (tutor)

Student signature:

I understand that if I have a morning exeat, I must in school ready for the start of period 3, at 11.20am. As a student, I understand that for afternoon exeats, I can only leave school from 1.10pm that day.

On all other days, I understand I need to be present in school from 8.30am and will leave at 3pm.

Signed: (student)

Parent or carer signature:

If a student has a morning exeat, they must arrive in school ready for the start of period 3, at 11.20am.

If a student has an afternoon exeat, they can leave school from 1.10pm that day.

I understand that during these agreed times, **students are off site, and as a result, the school does not hold responsibility for them.**

Signed: (parent / carer)

Relationship to student:

Please print name:



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

We will achieve excellence and inspire generations the Cass Way

Headteacher: Mr P. Woods
