



January 2025

Dear Parent/Carer,

As we approach the final months of your child's time at Townley, I want to draw your attention to several key dates that are important to note. Your child's **final day of classes will be Thursday 8th May, with the final day** of the academic year, being **the leavers' assembly on Friday 9th May**.

On the last day, your child is permitted to attend school wearing their former school uniform and sign each others shirts with a message, or memory. We understand that this is a significant day, with celebration and reflection, we maintain the expectation that students conduct themselves appropriately, both on and off-site.

Leavers' Assembly:

Beginning at 8.30am, students will have a student-led leavers' assembly, followed by a leavers' celebration on the field across the road. Students will be able to enjoy various food vendors and music to celebrate their Sixth Form journey. The on-site period will end at 12.30pm when students will depart. They will not, on this day, be able to return to school site for any reason.

Examination Period:

The examination period is **from Monday 12th May to Wednesday 25th June**. Your child's **exam timetable**, will be provided in the two school weeks before the Easter Break, and students will have an Examinations Assembly by Mrs Odium, our Examinations Manager.

Students choosing to study on-site during this period must sign-in with Mrs Keleher in student hub and adhere to uniform regulations and school policies, with the Sixth Form office offering an open-door policy for discussing exam-related concerns. Students are required to sign out using our Google form to indicate their on-site presence. **Lockers** must be emptied by the end of the exam period, with the Sixth Form team disposing of any remaining contents.

Head Girl's Day and Leaver's Ball:

Head Girl's Day, a formal event acknowledging Year 13 students' achievements, is scheduled for **Friday 27th June**. Parents are invited, and additional details, along with a formal invitation, will be shared in due course.

The Year 13 Leavers' Ball, hosting over 200 students, is set for **Saturday 28th June**.

A Level Results Day:

A Level Results Day is scheduled for **Thursday 14th August**, with students expected to be present at school at 9am or provide written authorisation for result collection by a designated representative. A Level certificates from various exam boards will arrive in the autumn term, and collection details will be communicated. Students wishing to visit the school post-exam period must sign in at reception and arrange a pre-booked appointment with a staff member.

Thank you for your support throughout your child's Sixth Form journey at Townley.

Yours sincerely,



Mr D Rouse
Assistant Headteacher & Head of Sixth Form