

21 May 2009

Dear Parents/Caregivers,

Re: Semester I Examinations

Years 11 and 12 – (4 June to 17 June, 2009) Year 10 – (9 June to 17 June, 2009)

During the examination period there are two options for your student:

OPTION 1

My student will remain at home to study when not required for examinations and I will accept responsibility for his/her study. If your student has an examination in only one or two sessions and wishes to remain in the school to study during a spare session, please indicate in the table below which session/sessions you will require study supervision for her/him.

OPTION 2

My student will attend school for the period of examinations and will be supervised for study when not taking an examination. The sessions during which he/she will require supervision are indicated below.

Students are required to be at school 30 minutes before the examination session. In general, late papers will only be granted if a medical certificate is provided to explain the absence. Students who miss an exam **must** inform the office of their absence on the day absent, then report on the next day present to Ms Bullen.

The session times are:

Session I	8:50 am	to	10:45 am
Session II	11:15 am	to	1:00 pm
Session III	1:25 pm	to	3:10 pm

If you wish your son/daughter to remain at school and be supervised, please complete and return the form to Ms Bullen, by Wednesday, 3 June, before the commencement of the examinations.

JR Bullen
A/Deputy Principal



TO BE RETURNED TO MS BULLEN'S OFFICE BY WEDNESDAY 3 JUNE 2009, IF YOU WISH YOUR SON/DAUGHTER TO BE SUPERVISED.

NAME OF STUDENT: _____ FORM: _____

SIGNATURE OF PARENT/CAREGIVER: _____

I REQUEST SUPERVISION FOR MY SON / DAUGHTER AS DISPLAYED BELOW:

	Thurs 4	Fri 5	Tues 9	Wed 10	Thurs 11	Fri 12	Mon 15	Tues 16	Wed 17
Session 1									
Session 2									
Session 3									