



CBr/FPe

June 2016

Dear Parent/Carer,

**Re: Y9 Graduation Day / Transition to KS4**

As your daughter approaches the end of her time at the Lower School we would like to outline the arrangements for the remainder of the academic year.

Graduation day for Y9 will be on **Friday 1<sup>st</sup> July** and will include a Formal Graduation Event with Mrs Monk and the Year 9 Team at The Hastings Centre at **9.30am**. Students are required to arrive at school at the usual time, however on this special occasion pupils will be allowed to leave at **1.15pm**. Please contact the school if alternative arrangements for your daughter to get home at this time cannot be made.

On **Monday 4<sup>th</sup> July 2016** your daughter will start her time at the Upper School and should arrive there at **8.30am** in full school uniform. Your daughter will also need equipment for a normal school day: Pencil case, Student Planner and Reading Book. She will be asked to go straight to the Main Hall for a welcome assembly.

Sports day will take place at the lower school on **Tuesday 5<sup>th</sup> July**. Year 9 students should come straight to the lower school in Helenswood PE kit and register with their old tutor in their old tutor room and then go to the drama studio for an assembly. Should the weather look inclement the decision to cancel will be taken the day before. If this is the case normal lessons, at the upper school, will take place.

From **Wednesday 6<sup>th</sup> July** Year 9 Students will remain at the Upper School until the end of term on **Friday 15<sup>th</sup> July 2016**.

May I take this opportunity to thank you for your support this year and I wish your daughter every success at the upper school.

Yours faithfully,

Mrs C Brand  
Head of Year 9



**PRINCIPAL:** Lucy Monk