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Headteacher: Mr. L. Cross, BA Hons. MSc, NPQH

Assistant Headteachers: Mrs G Francis, BA Hon, NPQML, and Mr M Hawkes, BA Hons, NPQSL

LC/DEC

10th May 2021

To parents/carers of pupils in Year 11

Dear parent or carer

It is that time of the year when pupils, staff and parents/carers become increasingly anxious about the coming months and the preparation completed by all to support your child through their final exams / assessments – a celebration of all their hard work and determination in overcoming the many barriers they have had in the past. There are also fears of “what happens after Elmwood?” and I must stress, that as a school, we have been working extremely hard over the past two years in making sure your child doesn’t become a NEET (not in education, employment or training) and goes onto further education, training or employment to comply with the raising participation age to 18 years old. Our ‘local offer’ highlights that we are committed to be working with you, your child and educational establishment throughout their journey towards adulthood, this has been a commitment that has been extremely beneficial to our pupils and their parents/carers.

I will highlight the timetable of events leading up to your child’s official last day as a year 11 pupil at Elmwood.

- Your child will be planning for their respective “day out” with their form group and staff on 21st May or 28th May 2021. You will be informed nearer the time regarding specific requirements for said day.
- Your child finishes Elmwood School to commence study and transition leave on Friday 28th May 2021.
- Week beginning 31st May 2021 School is closed for half term.
- Week beginning 7th June 2021 to week ending 18th June 2021 your child will have an agreed personal timetable to complete relevant revision sessions, exams, controlled assessments and finish off any outstanding coursework. There will also be an opportunity for pupils to live up to the Elmwood Way by volunteering their time and skills within an area of the school; this will be a true example of “care for others” and also an opportunity to showcase how well they have grown and developed into well rounded young adults.



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- Week beginning 7th June 2021 to week ending 25th June 2021 some pupils will be able to experience some days with their new Post 16 provider (if named within their EHCP), as well as complete some relevant work experience – if this is sourced by parents and carers during this time.
- If you would like to secure some work experience for your child during this time could you, please provide the following pieces of information to me:
 - Employers name and contact details (phone and e-mail)
 - Employers liability insurance, stating that they accept work experience pupils.
 - Does the employee already employ “young people” – defined as 14-17 years old?
 - How many people does the organisation / business employ?
- The official leaving date for your child is Friday 25th June 2021.

In order to facilitate attendance on site for any of the above experiences we will **not** be cancelling the transport arranged by the SEN Team, so the taxi will be stopping at their scheduled times to collect and will wait the designated 3 minutes, but they will not be expecting your child every day. Racheal Maybank, Careers Adviser, may also be meeting with your child and carrying out mock interviews in preparation for College placements.

For those identified as “high” risk of becoming a NEET the school will be registering your child with Black Country IMPACT from Monday 28th June 2021 who will be contacting you and your child to engage and support in encouraging your child back within education, training or employment.

You will also be invited to the Year 11 leavers assembly and buffet to celebrate in those very special memories we have experienced during your time at Elmwood. This will occur on Monday 28th June 2021 11.00am – 1.00pm (**Could you please indicate if you will be attending with your child and any other significant adult in your child’s life – this will enable us to plan in accordance with COVID-19 guidance**).

For those pupils involved in revision sessions and examinations it is parents / carers responsibility to arrange transport prior to or after the session. If you are happy for your child to travel independently then please inform the school.

Enclosed is a copy of the exam timetable for your information (this is also available on our School website).

If you have any questions, then please do not hesitate to ask.

Yours sincerely

MR LEE CROSS
HEADTEACHER

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