

24th April 2026

Dear Year 11 students and parents,

I hope this letter finds you well at this busy time of year. I have compiled some information which I thought you might find useful. As always, if you have any concerns or queries please let me know.

**Attendance during the exams:**

**From Friday 1st May to Friday 22nd May:** Students are expected to **be in school for all exams, and lessons when they are not in exams**, up to the May ½ term holidays, i.e. Friday 1st May to Friday 22nd May. If a student is not in an exam and has finished all their exams for the subject they are usually timetabled in, then they will be able to do independent study in the lesson. If they have not had the exam for the subject they are in, then the teacher will use the lesson to continue preparations for that subject if required.

**From Monday 1st June to Wednesday 24th June:** After the May holidays the rules shift, i.e. Monday 1st June to Wednesday 24th June. During this time, **if a student has completed all the exams for a subject, then they do not need to attend that subject if it is at the start or the end of the day. Students can therefore sign in later (by 12:30pm) if they only have an afternoon exam, or leave early if they only have a morning exam, however they must still attend all lessons for any subjects they are yet to complete all exams for, unless they are in an exam.**

Students will **only be allowed to sign in and out of school once a day**, they cannot come and go multiple times. They **must sign in and out at reception**. Students starting and finishing at normal school times, or in exams, will not need to sign in or out at reception as they will be registered for exams and lessons. If a student is in school for the whole day, and they need a place to revise/work then their usual timetabled classroom will remain available and they will be supervised by their usual teacher for that lesson.

**Throughout the exam period, the usual school rules with uniform, make up, phones etc still apply.**

**Celebration Day Friday 1st May:** Dress Up day is next week on Friday 1st May. For those students who have fully completed their practical coursework (those students who haven't, will have been told) will have a slightly different timetable on this day to celebrate their time at Langtree and recognise the start of the exam period. Students will be encouraged to dress up in a way of their choice, but are reminded that it is a normal school day for the rest of the school and the outfits must therefore be appropriate for school and not be too revealing or inappropriate. Students will not be allowed to wear masks which fully cover their faces. I ask parents to monitor this to avoid disappointment on the day and being sent home.

Plan for the day (times may vary slightly)

- 8:40 - 9:00 - Registration as normal
- 9:00 - 10:00 - Lesson 1 as normal
- 10:00 - 11:00 - Lesson 2 as normal
- 11:00 - 11:30 - Break and shirt signing on the tennis courts
- 11:30 to 12:10 - Quiz by students and tutor activities (Leavers' Hoodies will be handed out)
- 12:10 to 12:20 - Assembly and awards
- 12:20 to 13:30 - Lunch, slideshow, Yr 11 bands and cake in the hall
- 13:30 to 15:00 - Games on the field and Ice Cream van (1 ice cream is kindly paid for by the PTA)

Your child may want to bring in an old, washed school shirt to get signed by others. They will need to bring in permanent markers for the signatures. Please remind your child that only appropriate things are allowed to be written/drawn on these shirts.

**Prom:** The Prom is on **Thursday 25th June at the Goring and Streatley Golf Club** (Rectory Road, Streatley-on-Thames, RG8 9QA). You can purchase the £15 ticket via the school's online payment system. All tickets **must be bought by Friday 22nd May.**

Students will receive a mocktail on arrival and a buffet meal (both included in the price). Tap water will be available for free, and **soft drinks will be sold (cash or card) to students at the bar.**

With regards to our photographer, **all photographs taken on the night will be made available to all students shortly after the Prom.** If individual students do not want their photograph shared with others, they should avoid being photographed by the photographer and ask their friends or staff to take photos for them using their own phone/camera.

To help with your planning, the timings for the evening are as follows:

- 19:00 - 19:15 - School staff, student family and visitors arrive and park.
- 19:15 - 19:45 - Students arrive and are dropped off, in the allocated place, at the front of the golf club.
- 19:45 - 20:00 - Students gather for whole group photographs.
- 20:00 - Students wave goodbye to family and visitors as they enter the clubhouse.
- 20:30 - Dinner is served followed by speeches and student awards.
- 21:30 - The DJ starts the music and the dancefloor is opened.
- 23:00 - Parents collect students (please be on time).

One of the most important things for the students at the Prom is to ensure they share a table with their friends. Unfortunately the size and number of tables at the golf club does not always naturally promote this without complication. Mr Sinnamon will therefore be arranging a seating plan to manage this and hopefully meet everyone's expectations. Please be aware, some small friendship groups may need to share their table with other small friendship groups. He will do his best to please everyone but this will not always be possible. To enable this, all Year 11 students will be emailed a Google Form requesting: who they would like to sit with; who they cannot sit with; and asking for a final check on any dietary requirements and allergies. This form will be sent after school on **Tuesday 16th June** (last day of GCSE's) and needs to be completed by **7am on Thursday 17th June**. If there are complications students can email [psinnamon@langtreeschool.com](mailto:psinnamon@langtreeschool.com) or see Mr Sinnamon in school to discuss their issues.

Can parents/carers please remind their child to check their school emails, liaise with their friends and complete this form on time? It is a complex task and several iterations are usually required to please everyone.

**Email account and documents:** Students need to download all documents eg CV's from their school email account and any emails which they need. Students will **lose their access to this account and documents from 24th August 2026.**

**Cashless catering - clearing accounts for Year 11 Leavers:** To ensure there are no credit or debits left on your child's cashless catering balance please can you keep an eye on their account to ensure there is not a large credit remaining when they are due to leave or any debts left to pay.

Any amounts over £6 will be refunded back to you to the card you paid with. This may take up to 6 weeks after the end of the summer term. Any amounts £6 and under will be donated to the Helen & Douglas House, unless you request us to refund the amount to you. If you would like a refund of under £6 please can you email [finance@langtreeschool.com](mailto:finance@langtreeschool.com) by the **26th June 2026.**

If you have a younger child still at school any credit on their older siblings account will be transferred across.

**Locker key return:** Students should **hand in their locker key to reception on the last day.** The key should be **in an envelope with the following details on the front: Number of Locker; First Name, Surname; Tutor Group.** If a student has lost their key, we will not charge them for this - however please email finance to let us know.

**Textbooks / School Equipment:** Students should hand back all school textbooks / school equipment either on or before their final exam at Langtree School.

**Revision Guides / School Uniform:** We are always pleased to receive revision guides and good quality school uniforms that your child no longer needs. Please bring to reception or items can also be dropped off on when your child comes to **GCSE Results Collection Day (Thurs 20th August 2026)**

If you have any questions, don't hesitate to ask. Thank you for your continued support and we wish 'good luck' to your child for the upcoming GCSE's.

Warm regards

Lucy Phipps  
Head of Year

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