22 October 2013

END SEMESTER 2 YEAR 12 EXAM BLOCK
Monday 4 November - Monday 11 November, 2013

Dear Parents/Caregivers

Please find attached the end of semester 2 and final exam timetable for year 12 students. The Exam Block conditions are as follows and **MUST BE STRICTLY FOLLOWED**:

1. Exams are compulsory and students must attend on the scheduled date. Phone the **ABSENTEE HOTLINE on 3489 4890** and leave a message if you are going to be absent on or before the exam day due to illness or other unforeseen circumstances.

2. For **special circumstances** such as illness **a medical certificate** is required. For other reasons, a **supporting letter from the School Counsellor** is required.

All students **MUST sign IN and OUT** at the **OFFICE** if arriving or leaving before usual times of 8.45am and 2.55pm.

**Students MUST:**
- stay at home if no exams are scheduled
- **sign in** if arriving for exams scheduled at 11.00am
- **sign out** if going home after exams
- wear **FULL SCHOOL uniform**

**Student CANNOT:**
- leave school grounds to go to the shops
- come to school to play sport/other non-exam activity during exam week

If you have any questions, please contact me on 3489 4822. We wish your son/daughter every success and look forward to seeing you at Graduation on Friday 15 November.

Yours sincerely,

[Signature]

Nella Rizzo
Assistant Principal