



St Benedict's

Catholic College

JSA/TCR

4th June 2024

Dear Parent/Carer

Re: Year 11 textbook returns and results day information

We are so proud and impressed with the way the vast majority of students have coped well with their studies and the mature way they are approaching the GCSE exams.

I am sure you recognise the importance to the college for any books loaned to students to be returned and we would be most grateful for your cooperation with this. In order to make the process as straightforward as possible, we have designated Wednesday 19th June 2024 as a suitable day for this to happen when students will be coming in at 2.00 pm for their leavers assembly. All textbooks, revision books and other appropriate materials should be returned to the college reception.

Students are also asked to bring back locker keys to the office.

Should you wish to have any catering balance refunded, please email admin@stbenedicts.essex.sch.uk by Friday 28th June 2024. Please be aware that once the refund has been processed in ParentPay, you will need to login to your ParentPay account and request that the balance is refunded to you. Requested refunds for catering balances will be processed by the beginning of August. You will receive an email to confirm that this has been done. Any balances not returned will be donated to the college support fund, which is used to support trips and visits.

From Monday 17th June 2024 students will be able to unlock and reset their laptop, ready to use in their future studies, by following the instructions available on our website at <https://www.stbenedicts.essex.sch.uk/assets/Uploads/Year-11-Laptop-Reset.pdf>. If students do not intend to use this laptop, we would be grateful if they could be returned to the college on Wednesday 19th June 2024 where they will be used for other students in the future.

Year 11 examination results will be issued in the Sports Hall from 8.30 am – 10.00 am on Thursday 22nd August 2024.

If your son/daughter is unable to collect their results in person, they should email admin@stbenedicts.essex.sch.uk from their St Benedict's email address to inform me of the email address they would like their results sent to. In this instance, results will be emailed out to students on the afternoon of results day. Alternatively, if they would like someone to collect their results, they will need to provide written consent confirming the name of the person they are authorising to collect them. It will not be possible to provide results over the phone.

We will share results with resident and non-resident parents on request. Such a request will need to be made by emailing admin@stbenedicts.essex.sch.uk and will be forwarded to our data protection team to respond. We will only share anonymised results with the press without consent.

We anticipate that the year books will also be available on Thursday 22nd August 2024.

The annual presentation evening is currently planned to take place on Thursday 28th November 2024 in the Sports Hall at 6.00 pm. During the evening, students will be presented with their GCSE certificates and other awards and there will be an opportunity afterwards to meet with friends, teachers and former classmates. We will contact you with further details nearer the time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J E Santinelli', written in a cursive style.

Mrs J E Santinelli
Principal