



YEAR 11 RESOURCE RETURN SESSION

If you have any questions that are not answered in this document, please contact the Examinations Office at Shenley Brook End School.

A Year 11 resource return session will be held towards the end of the summer examination series. Year 11 students will be provided with an advice sheet in early May showing the resources that are due to be returned; the advice sheet will also note the replacement cost of items to be returned allowing students to make the appropriate payment for lost resource/s.

On the day of the resource return session, students who do not have an examination are expected to attend the session at its start; those students who have an examination will attend the examination and then move straight to the resource return.

As students arrive at the resource return, each will be issued with personalised Leavers' Form which needs to be completed in full. As well as returning curriculum/library resources, locker key, lunch pass, etc., students will be asked to complete a section letting the school know what they plan to do once they leave Year 11 at Shenley Brook End School.

Returns which will need to be made are:

- **all text books or similar resources** – all leavers' forms will indicate the resources owed and students must obtain a signature from all curriculum areas where resources are due for return indicating that the resource/s have either been returned or paid for. If a curriculum area has advised that no returns are required, this will be indicated on the form;
- outstanding **library books** – misplaced resources must be paid for;
- **locker key** – lockers not emptied on the resource return day will be emptied by the school and the contents disposed of. Students are responsible for the key issued to them. Students who have swapped lockers or given their key to another pupil should be aware that no refund will be issued to them unless they return their key to the school;
- **lunch pass.**

A Leavers' Form will only be accepted once all sections have been completed in full; completion of a leaver's form is compulsory.