



# Tomlinscote School

May 2026

Dear Year 11 Parents, Carers and Students,

## **Year 11 'Signing-off Day': Monday, 15<sup>th</sup> June 2026 in the Main Hall**

On Monday, 15<sup>th</sup> June 2026, Signing Off Day, we will be holding the 'Signing Off and Prom Ticket Collection session' for Year 11 students in the Main Hall from 10:15am – 12 noon. Students studying Physics will have their final exam in the morning and will be able to attend the signing-off session afterwards.

Details regarding iPad returns/payments will have been sent out separately.

It is anticipated that students will have returned textbooks and library books prior to the day, as well as iPad keyboards on loan from the SEN Department. However, this provides a final opportunity to hand these back. **Parents & Carers of students who still have outstanding resources by the end of the day on Monday, 8<sup>th</sup> June will be notified on Tuesday, 9<sup>th</sup> June.** Staff will then be available in the Main Hall during the session time stated above for Signing-off Day **on Monday, 15<sup>th</sup> June** to sign off each student.

**Please note:** all outstanding catering balances will need to be settled on ParentPay by this day; conversely, your child will need to use any remaining catering balance before they leave.

Once the students have been signed off, they will be able to collect their Prom ticket (if they have purchased one). If any of the items due to be returned have been misplaced, damaged or lost, replacements will need to be paid for. In this instance, please log on to your ParentPay account, where you will be able to pay for the replacement(s). If you already use ParentPay to credit your child's catering account, then you will see another item(s) for payment for the replacement book(s)/iPad keyboard relevant for your child. Just click on this and you will be taken through the easy payment process. If you haven't used ParentPay before, but need to do so, or if you have forgotten your login details, please email '[parentpay@tomlinscoteschool.com](mailto:parentpay@tomlinscoteschool.com)' to be sent a temporary username and password.

If a student is ill and unable to make returns, a request for an alternative appointment will need to be made, in writing, to [jbranch@tomlinscoteschool.com](mailto:jbranch@tomlinscoteschool.com).

After students have been signed off, they will also be able to collect any confiscated items, e.g. jewellery, from the Student Reception on this day. We would welcome any unwanted school uniform, in particular school kilts, if you are happy to donate them; there will be a container in both Receptions.

Yours sincerely,

Mr R Major  
Principal



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Tomlinscote School is part of The Weydon Multi Academy Trust, registered in England number 07552535

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