



HARVEY HIGH SCHOOL

2055 Route 3, P.O. Box 258,
Harvey Station, N.B. E6K 3W9
Tel: (506) 366-2200 Fax: (506) 366-2210

Ms. Crysta Collicott
Principal

Tina Noble
Vice-Principal

June 4, 2018

Dear Parents/Guardians:

It is hard to believe that we are in the final week of classes before exams- the semester has flown by! Monday, June 11, 2018, is the first day of Harvey High School's examination schedule. Exams are scheduled every day next week beginning as close to 8:30 a.m. as possible. Exams are scheduled for two hours, and **students are required to stay in the examination room for a minimum of one and a half hours**. If an exam is one hour in length it is indicated on the examination schedule. Following exams, students leaving for lunch or for the day must bring a note from a parent or guardian. For those remaining due to transportation issues, a study hall begins at 10:30 a.m. If leaving for lunch and then returning, I would expect all students back by 12:30 p.m. for the beginning of afternoon study hall. **I would expect all students who intend to travel home by bus to be in that location by 12:30 p.m.** Examinations, as previously stated, are scheduled all week, and the afternoons should be spent preparing for the next day's exam. In past years, students have signed out from school following an exam and have not returned to the school until just before buses depart. This leaves these students completely unsupervised from approximately 10:30 a.m. until 3:00 p.m. This is not permitted. Students requiring transportation home at the day's end **must attend school in the afternoon from 12:30 pm**.

If your child is leaving school premises **for the day or for lunch, a note must be provided** to the homeroom teacher first thing in the morning. Notes can be sent for the week, as well. Because there are one hundred twenty-nine high school students, **phone calls will not be accepted**. Students must make their plans **prior** to coming to school. If you have questions, please contact me directly.

I take the responsibility of your child's education and safety very seriously and believe in providing the best supervision possible.

Thank you for your cooperation in this matter.

I have also included on the bottom of this chart a space to tell the teacher what your child plans to do the **last day of school**.

Sincerely,

Crysta Collicott

Student's Name: _____

Transportation arrangements: Exams- June 11-15, 2018

	Remaining at school- may not leave.	Walking to village for lunch- return to school by 12:30 p.m. Home on bus.	Leaving directly after exams- What transportation has been arranged?
Monday- June 11			
Tuesday- June 12			
Wednesday- June 13			
Thursday- June 14			
Friday- June 15			
Last day of school Friday, June 22, 2018 ***	Remaining at school- bus		Leaving at what time? How?

***Report cards will not be issued until after the undergraduate prize ceremonies.

Parent/Guardian signature: _____