



Please complete the table as below (Yes/No/Leave Blank) to inform us of the times that you would generally be available to invigilate.

Yes	I AM available to invigilate during this session on any week during term-time:	Day/Session	AM From 8:30 a.m.	PM From 1:00 p.m.
		Monday		
No	I AM NOT available to invigilate during this session on any week during term-time:	Tuesday		
		Wednesday		
Leave Blank	I am NOT ALWAYS available to invigilate during this session but may be free and you can call me to check:	Thursday		
		Friday		

During busy exam periods you may be required for both AM and PM sessions. Please indicate your preference by marking "X" as applicable below.

I am happy to work both sessions if required.	
I prefer to only work one session if possible.	
I am able to work after 3:30 pm if necessary:	

Frequency of Bookings - Of my Available sessions I would prefer to be booked for:	
As Many As Possible	
Just a Few of Available	

Please give dates below of any holidays or appointments that you have already booked for 2024/2025

TERM DATES - Academic Year 2024 - 2025

Term/holiday	Start date	End date
Autumn Term	Tuesday 3rd September	Friday 20th December
Half Term Holiday	Monday 28th October	Friday 1st November
Spring Term	Tuesday 6th January	Friday 4th April
Half Term Holiday	Monday 17th February	Friday 21st February
Summer Term	Tuesday 22nd April	Tuesday 22nd July
Half Term Holiday	Monday 26th May	Friday 30th May

Name:

Sign:

Date:

Please Return to :
cbrading@highcliffeschool.com
or:
Data and Examinations Office
Highcliffe School
Parkside
Highcliffe
Christchurch BH23 4QD