



May 2018

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Dear Parents/Carers

## Year 11 Exam Arrangements

Thank you for all the support and encouragement that you are giving your son/daughter as they prepare for their summer exams. It is encouraging to see so many students working hard, attending after-school revision sessions and preparing in lessons.

Please find below the arrangements for students during the exam period:

### 14<sup>th</sup> May 2018 to 25<sup>th</sup> May 2018 (Half Term)

- All students will attend school as normal, attending registrations and lessons in full school uniform.
- Students will be expected to attend all revision sessions that will be held immediately prior to each morning and afternoon examination. Morning revision sessions will start at 8am and afternoon revision sessions will start at 12:30pm.
- Students who have an exam in the afternoon will be permitted to revise at home during periods 1-3 in the morning. They will be expected to arrive in school in good time to attend the afternoon revision session at 12.30pm.
- Students who have an exam in the morning will attend the revision session prior to the exam, sit the exam, and then attend normal lessons for the remainder of the day.
- If students have completed the final exam for a subject they must still attend the timetabled lesson but this will become a private study period and they must bring revision material with them. It is an expectation that all students carry revision material with them every day.

**The Year 11 final assembly will be held on the morning of Friday 11<sup>th</sup> May. Students will be required on site for normal morning registration at 8.50am. Their assembly will take place from 9:30am until 11:00am. They will then be required to leave the site for the rest of the day. Traditionally, this is when students can sign shirts. Please ensure they have a spare as they will need correct uniform for the exam period.**

#### **4<sup>th</sup> June 2017 to end of exams**

Students considered by staff to be working independently and not requiring extra support will be offered exam privileges.

- They will be allowed to work at home and will not be required to attend normal lessons or registration. However, they will be expected to attend school for all pre-exam revision sessions.
- There will always be study rooms available should they wish to come into school to study. The details of these rooms will be held at Reception and outside Miss Knowles' office.
- Students who are given study leave may still come into school to attend lessons as normal to aid with their revision.

Students will be expected to wear full school uniform during this period. Once the school has moved to summer uniform they will not be required to wear their blazer or tie. However if the weather is cooler a blazer must be worn, not an alternative coat.

Some students will **not** be offered privileges and they will be required to be in school to ensure that they continue to prepare fully for the exams. These students will:

- Register with a Year 11 tutor in the morning in H7 at 8.50am.
- Attend their normal lessons. If the exam has been taken in one of their subjects then they will be directed to a specified study room to complete revision work during those lessons.
- Be granted privileges depending on their attitude to learning and independent study.

Granting of privileges will be in consultation with Miss Knowles and Mr Burges.

Yearbooks and hoodies can be collected from reception after the exams have finished. Information about ordering these will come out via email. Students will also need to complete a leavers' form, which is to be signed by all teachers when all books etc. have been returned. This form will be handed out in due course.

Thank you in advance for your support through the exam period.

Yours faithfully



**Mr M Burges**  
**Deputy Headteacher**



**Miss R Knowles**  
**Head of Year 11**