

5 April 2018

Dear Year 13 students,

As we enter the final push before the A level exams, please take a moment to familiarise yourself with the following information. This is also being shared with your parents so that they are aware.

## **Study Leave**

Study leave officially begins on Friday 10 May; final subject lessons will take place on Thursday 9 May and then the year group are invited to attend a Leavers breakfast celebration on May 10, between 9.30-11.30.

A revision timetable accompanies this letter to help with your planning.

During study leave you need only attend school for your examinations – you all have had a personal timetable shared with you. Make sure you note the times of examinations and arrive no later than fifteen minutes prior.

Some revision sessions will run during study leave and details of these will be shared via email and/or the Sixth Form newsletter. We strongly encourage you to make the most of any offer of additional support from subject staff. If a more personalised approach is needed, staff will be available during the normal Year 13 lesson time up until the public examination. If you wish to meet with a member of staff you must email to request a meeting in advance.

## **Study in school**

If you want to study in school the LRC will be available every day from 8am to 5.30pm. If you are working on site you must ensure you sign in and out at the LRC desk upon arrival and departure and you must wear your lanyard. The usual school dress code should continue to be adhered to.

## **Examinations**

The majority of examinations will be in the gym. Arrangements are in place if you have any exam concessions – if there is any confusion regarding a concession please do get in contact and we will advise. Where alternative rooming is required, the location will be made known to you in advance. There will be seating plans and rooming information, when relevant, outside the gym and on the examinations noticeboard (located at the bottom of the stairs in the main block). The A level timetable is also displayed in the Gateway Café Noticeboard. Mrs Nokes and I will be available every day in the LRC to answer queries.

An examination information booklet accompanies this letter and gives details of all the exam regulations for this important time. Your tutor will go through this with you in detail, but please do familiarise yourself with the content.

For examinations you should dress in the usual dress code, ensuring that you are smart and sensibly dressed for the expected weather.

Please note that morning exams being at 9am and afternoon exams at 1pm. You must arrive at least 15 minutes early to each exam.

## **Results Day**

A booklet giving full details of Results Day procedures also accompanies this letter. Your tutor will go through this with you in detail to make sure you clearly understand all of the information.

If you are unable to collect your results on results day then you must complete a 'Permission to collect Results Form', a copy of which has been included with this letter.

As ever, do not hesitate to get in touch if you require any further details.

Yours sincerely,



Miss Lucy Butler

Director of Sixth Form

Accompanying Documents:

1. Revision Timetable
2. Exam Regulations Booklet
3. Results Day Booklet
4. Permission to Collect Results Form