



Date: Monday 10th March 2025
Our ref: MAL/sjt

Dear Parent/Carer

Re: Year 13 Programme

I am writing regarding the programme in place for Year 13 in preparation for their forthcoming external examinations. We wanted to share with parents and students the plans in place for leading up to the exams, which we hope answers all your queries.

The following will be in place as of Monday 12th May 2025

- **All students must attend all public examinations**
- Year 13 students will be on study leave and only need to come in for lessons where external exams are pending.
Once Year 13 have completed all examinations for a subject, they no longer need to attend that lesson and can use this time to study at home.
- They do not need to attend registration unless they have lesson period 1.
- Students do not need to attend study or free periods and can revise at home.
- Morning exams start at 9am and students are expected on site and ready to enter the hall by **8.45am**.
- For afternoon exams, students must be on site by 1pm and ready to enter the hall by **1.15pm**.
- Students arriving for an afternoon exam will not be allowed on site before 1pm. It is important that we do not have students coming and going as they please during this exam period.
- Monday 2nd June is a staff INSET day. **External examinations go ahead as normal**. Should there be any reason why the school closes, examinations will always go ahead. If students have a PM exam, they have the option to revise in the library beforehand. There will be no catering facilities onsite, therefore students are welcome to bring in a packed lunch or leave site to get food. They will only be allowed to leave site at 12pm and must return by 1pm.

Students have been informed of the following in assembly:

- It is the responsibility of the students to ensure they are aware of the day and time of their examinations. They will have a schedule provided for them. Should there be any issues at all, they have been told to see Ms Brown, the Examinations Officer, as soon as possible.
- Should your child be unwell or late on the day of an examination, please phone the main reception, choosing option 1, where we will advise you of any further action you need to take.
- Free breakfast for students with external exams will be served in the dining hall on the following dates

Monday 12th May

Tuesday 13th May

Thursday 15th May



Monday 19th May

Tuesday 20th May

Wednesday 21st May

Thursday 22nd May

Friday 23rd May

- Students are aware of the attached two posters with regards to exam regulations
- Watches of **any** type are banned from the exam room. We will have two large digital clocks in the hall for students to see.
- Students need to ensure they have all the correct equipment, and it is working. We will not be providing any equipment.
- Students must ensure they are in full school uniform or may be refused entry.
- Students are to follow all the instructions of the invigilators who have a duty to protect the integrity of the examination.
- Any evidence of malpractice will be reported to the Joint Council of Qualifications and the exam board which could result in disqualification from all exams by that exam board.

We appreciate that this season is one of stress and anxiety for both students and parents. Please support your child by ensuring they have had a good night's sleep and breakfast in the morning. Communication in a professional manner is key. We will provide details on results day arrangements nearer the time. If you have any questions at all, please do not hesitate to contact me. We pray that with God's blessing, the students' examination season goes well.

Yours sincerely,

Mrs M Allitt

Deputy Headteacher