



12 May 2017

Dear Parent/Carer

We wanted to set out the arrangements for the summer examinations which, for Year 11, start on Monday 15 May 2017. Your son/daughter has been given a personal timetable that sets out all of their examinations, their location and their seat number; this information has also been sent to their school email account. Please read through this with them.

Please note that:

- Normal timetabled lessons will run up to and including Friday 9 June 2017
- From Monday 12 June 2017, pupils are expected to continue attending all lessons for subjects where the final examination has not yet taken place - to help them prepare. Registers will be taken as usual and any absence will be followed up
- Pupils will need to sign in and out at reception at all times. When many pupils are expected to sign out at the same time additional space and staffing will be allocated.
- For lessons where the final examination has taken place, pupils may choose to study for that period in the LRC or in a designated study room. The list of designated study rooms will be published each day in reception. The LRC and designated study rooms will be staffed and pupils must remain in these areas if their timetabled lesson has stopped due to the completion of all examinations for that subject, i.e. they may not study in other areas around school.
- Year 11 Form Tutors will be available to support pupils during registration and Lifetracks up to and including Friday 9 June 2017.

All pupils who are intending to return in September to join our Sixth Form need to attend both Taster Days on Monday 26 June and Tuesday 27 June 2017.

Thank you for help and support and please do not hesitate to contact the Year 11 Team if you would like to discuss further.

Yours sincerely

S.D. Hawkins

Simon Hawkins
Deputy Headteacher

Nicki Barrow
Senior Leader - Achievement