

ALJ/LDD

March 2018

Dear Parents/Carers

Re: Year 12 Exam Arrangements - Summer 2018

Please find below the arrangements for AS exams this summer. Students should be well on with their revision by now and they should be taking every opportunity over their remaining lessons to ensure they are thoroughly prepared.

This year the majority of AS exams for Year 12 students fall in the two weeks between Monday 14 May and Friday 25 May. **To allow students to prepare for their exams, they will be allowed to use non-exam time for personal study time during these two weeks.** Students can either prepare for exams at home or use the school's facilities such as the Library, the Curve and the 'D' rooms in the Sixth Form block where available. Students must sign in and out with Mrs Richardson, the school's Education Attendance Officer. At lunchtime they must also make sure they indicate to Mrs Richardson if they are coming back to school or not that afternoon for an exam or to study.

There are a small number of exams on Monday 4 June and the students involved will re-start their normal timetable once this exam is taken. There is also an exam on Friday 8 June and if your child is taking that exam they can use Thursday 7 June as a study day if they wish to do so.

During this study leave period some teachers may want to make arrangements to see either groups of students or individual students to support them in their preparation. Where this is arranged and possible, students should attend any such sessions. All teachers will be available when lessons should have taken place so students will have opportunities to see their teachers if they need to. Students who are following the AS Art course must ensure that they attend to set up their display if this falls during the study leave period; they need to check this with their Art teachers.

The normal timetable will resume on **Monday 4 June**, when students will start work on their A level modules. **It is vital that all students attend all lessons ensuring they do not miss any work.** The last week of term in July is a work experience week where students can arrange a placement for themselves which will help them with applications to university or with job applications after Year 13 next year. If it is not possible to arrange a placement students should come into school and take the opportunity to work on completing personal statements, CVs and visiting universities if possible.

This is a crucial time for Year 12 and it is the culmination of a year of hard work. I am sure you will be encouraging your child to use their time properly, as we are in school, so that they give themselves every chance of achieving results in line with their ability.

Yours faithfully

A James

A James
Assistant Headteacher: Sixth Form