

ALJ/LDD

April 2017

Dear Parents/Carers

Re: Year 12 Exam Arrangements - Summer 2017

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.

Year 12

This year the majority of AS exams for Year 12 students fall in the three weeks between Monday 15 May and Friday 9 June. To allow Year 12 students to prepare for their exams, they will be allowed to use non-exam time for personal study time during these three 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 where available in the Sixth Form block. When arriving at school outside of normal hours students must sign in at Main Reception. Signing out must be done as per normal with Mrs Richardson, the school's Education Attendance Officer. At lunchtime students must make sure they indicate to Mrs Richardson if they are coming back to school or not that afternoon for an exam or to study.

During this 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 12 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. This is also an 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