



13 May 2022

Dear Parent/Carer

I hope that this finds you and your family well. With the BTEC/CTEC examination window starting Monday 23 May, year 12 had a formal assembly today to discuss examination information and logistics. Below is a summary of the logistics shared with your child.

**Exam Day Timings:**

AM Exams	PM Exams
Bag Drop - 8:40-8:45am PEF Class - 8:45-9:05am Exam Start - 9:10am	Bag Drop - 12:50-12:55pm PEF Class - 12:55-1:10pm Exam Start - 1:15pm

**Timetabled Lessons:**

Your child's normal lessons continue for all subjects throughout the exam period. Please note:

- When your child has a PM examination then they are not required to attend the AM lessons for other subjects and have permission to revise either at home or in one of our study rooms.
- When your child has an AM examination they are expected to attend any lessons during the afternoon as part of their preparations for subsequent examinations.

**Revision**

As well as preparing for their exam in lessons, your child will receive a pre exam focus class that is compulsory to attend as part of their preparation. I'd like to take this opportunity to ask you for your support in encouraging your child to engage with everything on offer to them, in addition to the significant independent revision that they should be undertaking at home.

**Exam Regulations**

I'm sure that you are well aware, formal examinations are nationwide, set by the awarding body and with significant rules and regulations around dates, times and conduct. To support with this, we have produced the handbook attached but given that this is the first set of formal exams that this year group have taken, we felt it important to emphasise that examinations cannot be rearranged and therefore your child must attend, arriving punctually, in line with the times stated above.

**Student Well-being**

We know that exams and the build up to the examination period can cause students a significant amount of stress as revision intensifies and the pressure increases. We have always ensured that our students are supported to manage this, however, if you do have any concerns about your child, please let Miss Spencer know via phone or email.

If you have any queries regarding the information detailed in this letter or in the handbook, please do not hesitate to get in touch with a member of the Sixth Form Team.

Yours sincerely

**Mr R Graham**  
**Head of Sixth Form**