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13th May 2019

Dear Parent/Carer

Year 11 Exam and Leaving Arrangements.

As the exams draw near, we would like to share with you the plans for Year 11 over the coming weeks.

Normal lessons continue as students complete coursework, modern language exams, artwork and revision. It is important that all students attend school in the run up to the exams as teachers have carefully planned revision sessions. After school and lunchtime sessions continue, please encourage your child to use these sessions.

Although some exams have already taken place, the majority of the exams start on Monday 13th May and finish on Friday 14th June. When exams occur during the normal school day students will be given the opportunity to revise for the exam, with subject staff, in the preceding lessons. Students will then be escorted to exams and will return to lessons afterwards. Break and lunch times will be moved for Year 11 students to ensure they are able to access this rest time during the exam period.

Students are expected to attend all exams in full school uniform. They should ensure they arrive at the exam hall 15 minutes before the published start time. Exam hall rules are externally set and are very strict. Students must adhere to the following:

- all watches must be removed outside of the exam hall and should be stored in bags/ left at home.
- all mobile telephones must be left outside of the exam hall and should be stored in bags/ left at home. Students caught taking mobile telephones into the exam hall risk having their exam papers removed, failing the exam, and potentially being blocked from future exams.
- water bottles may be taken into the exam hall but they must be clear/ see through bottles and may only contain water (no juices).
- pencil cases are allowed but should be plastic/ see through. Students are encouraged to bring in their own equipment. It can make a huge difference if a student uses a pen/ equipment they are already familiar with.
- students must bring calculators in for Science, Maths, Geography, Sociology, and Psychology exams. Please make sure that the calculator meets the requirements of the exam hall. If you are concerned please ask a member of the Maths team.

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If your child is feeling poorly on the day of an exam please contact the exams officer, Mrs Claxton, as soon as possible. There are procedures to follow in the event of illness or injury and we can support your child quickly if we are aware.

Students often worry about being late to an exam, for example they may miss the school bus; although we would strongly encourage students to organise their time and arrive early, we appreciate that sometimes problems arise. If your child is going to be late to an exam please let us know as soon as possible. We may be able to help.

Attached to this letter is a copy of the exam timetable. Students have been given personalised timetables already. Please read through these carefully and check that all the exams your child has been entered for are correct.

From Monday 10th June, students will be able to personalise their revision further. Normal lessons in school will stop and revision/ study sessions will be put in place during the school day. Students are expected in for all of their scheduled exams but may choose not to come into school at other times. Revision sessions are available and students are strongly encouraged to attend. For those preferring to revise in school there will be supervised study time in the LRC each day. Students may still use school transport on these days but can only use the school transport to return home at 3.10pm if they have remained on site all day. When students are in the Academy for exams, revision or study sessions they must be in full school uniform.

The programme of revision and study sessions can be found on the following page.

The final exam takes place at 9am on Friday 14th June. Following this, students are invited to the end of year celebration assembly. This takes place between 11.30am and 1.30pm. Students may leave the school site directly after the assembly but will not be able to access school transport home. For those needing to use school transport they will be allocated a room in the Academy for the remainder of the day. They may not leave the school site.

I appreciate that this has been a lot of information shared all at once! If you do have any concerns or questions then please contact the Year 11 pastoral team or myself by telephone or using the email addresses below:

E.Thomason@tnha.org.uk, S.Nash@tnha.org.uk, D.Chilvers@tnha.org.uk.

Finally, I would like to take the opportunity to thank you for your support over the last few years. Schools work as a team. Students, parents and teachers have to work together to be successful. We wish all our students well and look forward to celebrating their success in the summer holidays.

Yours faithfully



Miss E. Thomason
Vice Principal

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Arrangements for Exams and Revision Sessions

Until 7th June, students are expected to attend school as NORMAL from 8.45-3.10pm. Full school uniform is required.

Exam revision sessions will be put on during the day for students to attend. Students with an exam will be taken to their exams and will return to class afterwards.

From the 10th June onwards, students will be expected to attend all exams but will have the choice as to whether they want to come into school to access the revision/ study sessions. Revision sessions and supervised study time will be available to students (see timetable below). Students may come into school at different times of the day to use these sessions. Please note: students should be in school uniform at all times.

Any students planning to school transportation to return home at 3.10pm MUST remain on the school site all day. Students may only leave early if they have alternative transport arrangements.

Monday 10th June	Exam	Revision session	Study room
8.45- 11.05 am	Media Studies		OPEN
11.30-1.30pm		Maths revision	OPEN
2.10-3.10 pm		History revision	OPEN
Tuesday 11th June	Exam	Revision session	Study room
8.45- 11.05 am	Mathematics		
11.30-1.30pm	History	Science	OPEN
2.10-3.10 pm	History		OPEN
Wednesday 12th June	Exam	Revision session	Study room
8.45- 11.05 am	Science		
11.30-1.30pm		Geography	OPEN
2.10-3.10 pm			OPEN
Thursday 13th June	Exam	Revision session	Study room
8.45- 11.05 am	Geography		OPEN
11.30-1.30pm		Science	OPEN
2.10-3.10 pm			OPEN
Friday 14th June	Exam	Revision session	Study room
8.45- 11.05 am	Science		OPEN
11.30-1.30pm	Assembly at 11.30am. Students will leave the site at 1pm.		
2.10-3.10 pm	Those wishing to catch school buses home MUST remain in school until 3.10pm.		
All study sessions will be held in the LRC and will be supervised by a member of staff.			
Students MUST sign in and out at the main reception each day if not attending an exam in the morning.			