

5 March 2020

Dear Parent/Carer

**Subject      Year 13 Summer 2020 Examination Timetable**

Your son/daughter has received a paper copy of their Year 13 summer 2020 examination timetable. It is their responsibility to check through this carefully and if any of their examinations are scheduled to take place at the same time they should see Mrs Murphy, the examinations officer, as clash arrangements will need to be made.

Study leave commences on Monday 18<sup>th</sup> May, where Year 13 students need only come in for their examinations. The Study Room, LRC and free rooms will continue to be available if they wish to study in school. Subjects may hold extra revision sessions for invited specific students or hold drop in sessions near to the exam and will communicate this before study leave starts.

All students are expected to wear normal 6<sup>th</sup> form attire including jackets and lanyards when attending exams or whenever they are on site. Students will be registered in their exams, so are not expected to be on site other than waiting between exams taking place on the same day, where they can make use of the study room, LRC or free rooms.

Students have received revision tip guidance in lessons and assembly time in order to help their preparation. They must ensure that they have revisited year 12 work which will also be covered in these examinations.

**There are two exam sessions per day:**

9.00 am (registration at 8.40am)

1.00pm (registration at 12.40pm)

These examinations will be run in accordance with the JCQ examination rules. It is imperative that all regulations are adhered to with regard to arriving on time to register, equipment and conduct. Bags are not permitted in or outside the venue and should be left in lockers or in a specified room.

**Permitted Equipment:**

- clear pencil case
- black ink pens
- pencils
- ruler, protractor, compass
- eraser
- scientific calculator (if specified)

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**Mr Gary Mullings BA (Hons)**  
Headteacher

A small clear bottle of water, with no writing or labels is allowed. Watches and any other electronic devices are not permitted in the examination venue. Phones can be left at the front of the exam venue if switched off.

We would like to take this opportunity to wish all students the very best in their final examinations. Please do encourage your son/daughter to attend any subject intervention sessions and seek advice from staff in order to be fully prepared.

A reminder that the sixth form study room is currently open before and after school if this is a useful place to study quietly outside school hours.

**Dates for your Diary**- Further details to follow in due course

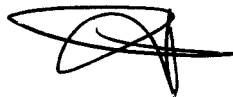
- **Thursday 14th May** Last day of teaching for Year 13.
- **Friday 15th May** Late start with a celebration Assembly at 11.20am.
- **Monday 18<sup>th</sup> May** Study leave commences
- **Monday 18th May - Monday 22nd June** Main written examination period
- **Friday 19th June** Leavers' event, Camden, London
- **Thursday 13<sup>th</sup> August** A Level Results Day (10am - 12pm)

Please do get in touch if any of the sixth form team can be of any assistance in the remaining seven weeks of lessons.

Yours sincerely



Mrs Lane  
Year 13 leader



Mrs Harvey  
Senior Assistant Head KS5