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Dear Parent or Carer

### **Our thanks, some dates for your diary, how exams work and Easter revision!**

Sorry about the length of this letter, but there is much in it! I write for three reasons: to thank you for supporting your young person during their time at Thomas Tallis, to give you some key dates, and to clarify expectations and procedures for the exam season that is now beginning.

Thank you for all that you have done to help your child succeed – please continue to support and if necessary, nag your child to reach their full potential. I am sure I do not need to remind you how vital final preparations are to success, so please do not hesitate to contact us if you need any further support or advice. Your child now has their final examination schedule and all students have had a revision timetable checked by their tutor. Please have a look at it so that you understand the work they have to do.

On their return on Monday 16 April they will have in-class assessments in each Year 13 subject.

### **Official School Leaving Date for Year 13: Friday 25 May**

This is Friday 25 May, the last day of next half term. The student Leaving Assembly will be prior to lunchtime. Normal lessons until then. Photographs of Year 6 antics, baby photos that Unfortunate Haircut etc that you would like us to show during the Leaving Assembly? Please email them to flumsden@thomastallis.org.uk.

### **Lessons, however, continue after half term**

Many A2 exams are not until mid/late June. In the main, staff will therefore continue teaching lessons as normal after half term and will expect students to attend. In addition, teaching staff will be available during all Year 13 lesson times so that queries about exam topics, revising etc, can be answered. Please encourage your child to stay in contact with their teachers and attend the lessons that are continuing. **A few students will have AS re-sits which begin on the 14 May.** Practical exams begin earlier in April and students have been notified about these by their subject teachers.

### **Clearance Forms – must be completed**

We use these to confirm that a student has returned school books and any other equipment. Your child's tutor has the forms, as does the sixth form admin office. We cannot issue results on results day unless the Clearance Form has been returned, so please encourage your child to collect it and fill it in. These will be handed out at the leaving assembly on the 25 May.

### **BTEC Students – the final deadline for BTEC submissions is set by individual subjects**

Your child has their BTEC exams coming up in early May so should be revising noticeably and seriously over the Easter break, as well as finalising specific tasks for their final coursework submissions. The final deadlines for coursework to be submitted fall shortly after Easter.

### **Revising in School – required, for some**

Some students have shown they can revise well at home. In other cases the school may be concerned (or you may be) that this is less likely. We may write to you under separate cover requiring that your child revise in school.

### **Exam Timetables – your child should have theirs**

Personalised timetables have now been printed, and distributed by tutors. If your son or daughter is expecting to take some examinations but does not seem to have been entered for them, please raise the matter with your child's teachers as soon as possible so that we can resolve the problem. All students were asked to check this on Wednesday 28 March.

### **Exam start times and warm-ups**

All students should be in school at the very latest at 8.45am for a morning exam. There may be **exam warm-ups** before some exams and if this is so, your child's subject teacher will tell the so that your child can come in earlier. **All morning exams begin at 9.00 a.m. sharp.** All afternoon exams **begin at 13.00 sharp** but as above there may be **exam warm-ups** just before. All times and places will be available on Insight.

### **Exam clashes – how we deal with these**

If your child has examinations that clash, we will have planned for this and you will receive a separate letter about what to do. If you have any concerns regarding this please e-mail Ms Noakes.

### **Exam equipment**

Please ensure your child has the correct equipment for each exam: clear pencil case, at least one **BLACK** pen (**cannot** be blue), pencil, sharpener, rubber, ruler, calculator if maths/science. The exam regulations have changed this year: **no watches are allowed to be worn by students** (a large clock is prominently displayed in each exam venue instead).

### **Invitation: Tallis Awards and Leaving Ceremony – Friday 6 July**

***This will take place on Friday 6 July, in the main auditorium at Tallis. You are invited. Please come! We will aim for a prompt start at 6.30 p.m. Arrive early to get a good seat! We look forward to seeing you and your child at this lovely event.***

### **AS and A2 and BTEC Results day Thursday 16 August – available in The Main Canteen**

The UCAS website goes live from 7 am onwards. Some candidates received emails before this last year, however. The 'Track' feature will confirm whether an applicant has a confirmed place or whether they have been turned down and need to go through Clearing. If they do, UCAS will issue a Clearing Number. The UCAS site does not give out grades, yet Clearing is only possible if a student knows their grades: only Tallis can provide them.

Hence Tallis will be open from 9 a.m. for **students who need to enter Clearing ONLY**, as this year in particular we would like to support students in starting the Clearing process early.

For **students who have been successful in their offers, results will be available from 10 a.m. to 1 p.m.** Ms Astill, Ms McGowan, Mr Bradshaw, and I will be on hand to celebrate or commiserate.

Many thanks for your continuing support. It is the best guarantee of your child's success!

Yours sincerely,



Ms F Lumsden and Ms Astill  
Pastoral Leaders, Year 13