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03 May 2024

Dear Parents and Carers

We are writing to remind you about arrangements for the final exam period and the support and guidance which is in place for your child over the coming weeks.

### **Study Leave**

Year 11's official final day of their normal timetable is Wednesday 8 May 2024.

On this day, there will be a special leavers' assembly starting at 11.20. Students will then be dismissed from school at 13.00. There will be a formal opportunity for students to sign each other's shirts from break time if they wish to do so. **Students must have a spare clean Tallis polo shirt for the examinations.**

Although some examinations have already begun, the main summer exam period begins on **Thursday 9 May 2024.**

### Exam Preparation Sessions

From Thursday 9<sup>th</sup> May, students will not be required to attend their normal timetabled lessons. Instead, they will attend their examinations and exam preparation sessions. The list of these exam preparation sessions is attached to this letter. The sessions are especially organised sessions before each exam, led by specialist subject teachers, including revision activities and final examination preparation. On the day of these sessions students should check curriculum areas for posters regarding rooming. Students should also check their school emails regularly.

Please be aware the final Maths session we be running online via Teams, and students can log in from home. Students will be sent an invite to attend this via their school email address.

### Study Hall

Outside of examinations and exam preparation sessions, we will be operating a Study Hall throughout the school day, which we invite students to make use of. The Study Hall is a silent space where Year 11 students can work independently on revision. To access this, students must sign in at reception, where the list of Study Hall rooms available that day will be displayed. Students who fail to conduct themselves appropriate in a Study Hall will be asked to leave site.

### Arrangements during exams

Students must arrive on time to the Green Canteen.

Morning Exams start at 8.30am

Afternoon exams start at 12.45am

**If students are late for an exam, the school may not be able to admit them to the exam room, and so the student may not be able to sit the exam. This means the student will receive 0 marks for this exam. This is to comply with externally set exam regulations.**

#### Exam procedures

1. As is normal in a standard examination series, candidates are expected to complete examinations to receive a grade. If there are exceptional circumstances where this is not possible, e.g. serious illness or injury on the day of the examination, either the student or their parent or carer must let us know immediately, early on the morning of the absence, that they are going to be absent and why. Please can we ask that you call either Ms Odd on 07776598675 or Ms Wildy. However, parents and carers should note that if a student misses or is late for an exam, even for an exceptional circumstance, the exam board is likely to award 0 marks for the paper and so the student is unlikely to gain a grade for that qualification.
2. Students must be in full school uniform. They must remove earphones, coats, hats, and any non-uniform jumpers. No signed t-shirts are to be worn in the examinations.
3. Students must be prepared, ensuring they have all the equipment they need for the examination they are taking black pens, pencils, calculators, as appropriate. **The school cannot provide calculators for exams, and if a student arrives without one, they may have to sit the exam without a calculator.**
4. Students are allowed clear pencil cases and water bottles, but they must have labels removed.
5. No dishonest practice. Phones and smart watches must be turned off and placed in students' bags before we leave the Canteen and must not be on their person. Students must not have any notes; this includes writing on hands and arms. Any evidence of this has to be legally reported to the exam board and may lead to disqualification from the examinations.
6. Students must not turn around, talk, or leave before the exam has finished. This may lead to disqualification from all examinations.

#### During and at the end of examinations

1. Students will be under the care and direction of the invigilating team; they must be respectful and follow their instruction at all times.
2. When dismissed from the exam venue students must not talk. Other students entitled to extra time may still be working and cannot be disturbed.
3. Students will be dismissed from morning examinations either to exam preparation sessions, Study Hall or home.
4. After afternoon examinations, students will be dismissed to make their way home. They must leave site immediately via the GLL exit and walk on the paths past the front of the building to the Main Gate.
5. If students have a morning exam followed by an exam preparation session starting in the morning, they must stay on the school site between the two. If they choose to leave the school site, they will not be permitted back on site later that morning.
6. If students have a morning exam followed by an exam preparation session starting in the afternoon, they can leave site but should return promptly for the exam preparation session.
7. Please note that afternoon exam preparation sessions start at **13.05**, not 13.20.

8. Students must wear full school uniform for exam preparation sessions and will not be allowed to attend unless they are in uniform.
9. Students cannot attend an exam preparation session simply to pick up revision materials and then leave. They should stay until their teacher gives them permission to go. The sessions are usually an hour to an hour and half long, but teachers will remain on hand to help after the session if needed.

#### **If students are not in examinations:**

- They must attend all exam preparation sessions
- or**
- Revise in the Study Hall provided by school
- or**
- Be revising at home.

#### **How students can best prepare for examinations:**

1. Have a regular routine at home, plotting out revision time, when they are going to relax and a reasonable bedtime.
2. Go to bed early to ensure 8 hours sleep
3. Take regular exercise and fresh air.
4. Visit our Year 11 dedicated page on the website ([www.thomastallisschool.com/year-11-support-guidance](http://www.thomastallisschool.com/year-11-support-guidance)). Here they'll find links to revision advice, subject websites, timetables for revision support and much more. We also attached a document that goes over what students need to learn and where to find materials for subject areas. Students have been emailed both preparation timetables and what to learn document.
5. Use online support such as GCSEPod and Sparx for quick snippets of content and for checking knowledge.
6. Don't panic, do ask for help if you need it. Students can always speak to one of us or another member of staff should they feel overwhelmed or need someone to speak to.

#### **Prom and Awards Ceremony**

The date of prom is **Monday 1 July**. Prom tickets costing £10 and are available to purchase via MCAS. Prom is for Year 11 students only.

Prom tickets must be purchased before Thursday 27<sup>th</sup> June.

Parents and Carers are invited to the Awards Ceremony, which is on **Friday 5 July**. This begins promptly at 14.00. We ask parents and students to arrive at 13.30.

We would like to thank you for all your support, especially at this crucial time, and look forward to a very successful exam period for all of Year 11.

Yours sincerely

***Tamsin Wildy***

Head of Year 11

***Heather Odd***

Associate AHT KS4 Achievement

***Katherine Rowley-Conwy***

DHT Curriculum KS4 &5