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Dear Parents and Carers

In the final run up to the GCSE exams, I wanted to inform you of the arrangements for Year 11 students as they near the end of their courses. I have included important information below which will be useful to you and your child over the coming weeks.

Year 11 Leavers' Assembly – Wednesday 17 May

Year 11 will be dismissed from school at 3.10pm. There will be a formal opportunity for students to sign each other's shirts if they wish to do so. However, they **must** have a spare unsigned shirt to wear when they attend exams.

After Wednesday 17 May, students will be expected:

- To be in school when they have an exam.
- To attend any drop down sessions in their exam subject areas unless told otherwise. These may take place in blocks of time or during normal lessons; a timetable for this will follow shortly.
- Students must enter the school via the reception and remain in the café area until staff direct them towards the exam venues. Students must sign in at reception and wear full school uniform.
- A space will be provided for students to work between lessons if required. Staff will ordinarily be available during their normal lesson times, if students need some additional support.
- The last exam involving significant numbers of students will be **Monday 26 June 2017**. Any students who need to attend school after this date will sign in at reception as if they were a visitor to the school.

For morning exams:

- Students will not be expected to be in school the afternoon before unless they have an exam on that afternoon.

For afternoon exams:

- Students will not be expected to be in school in the morning, unless they have an exam that morning.

Protocols to be followed:

- Students must arrive at school in plenty of time for all exams at least 30 minutes before the advertised start time. Students who are late will not be permitted into the examination room.
- In most instances, subject teachers will arrange for warm up sessions for the exams; students will be given details by subject teachers.
- It is vitally important that students **wear uniform** for all exams otherwise they will not be allowed to enter the exam room.
- All equipment to be taken into an exam **must** be in a clear plastic case or bag.
- Bags, coats or phones **cannot** be taken into the exam hall.
- Students must adhere to the strict rules of the exam hall and follow the instructions of invigilators without question.

- We expect students to take full responsibility for their conduct during the exam period and to ensure they behave in an appropriate manner at all times; they will not be allowed to remain on site if they do not have a genuine reason to be here. The same rules apply as usual for conduct off site.

Returning of equipment:

- Students are expected to return all books and equipment given to them by subject teachers by Friday 23 June 2017.
- Students may be charged for any unreturned resources so it is important that they return all books and equipment.

Failure to attend an examination

Students have been formally entered for all their exams at a significant cost to the school. A failure to turn up to an exam will result in the parent and student being invoiced for the cost of the exam. A failure to turn up to an exam will also need to be reflected in any reference the school may write for the student if they are continuing at another institution, or will likely impact upon their progression to the 6th form if they are intending to stay at Thomas Tallis school. The current cost per exam is £35.00 per subject. If there is an emergency on the day of an exam, then the school exams office should be contacted immediately.

Preparation

As we enter the final few weeks before the GCSE exams start, it is vital that you help encourage your child to use all available time wisely. Students in Year 11 should now certainly have a revision timetable specifying the time they are using to focus on the various subject areas each week. Your child should be doing at least two hours a night during term time, and around five hours each day during weekends and holidays. There are a number of revision sessions taking place in the Easter holidays and your child should certainly attend if asked. Please do monitor and support your child through these last few weeks as we have tended to find that a positive approach outside of school makes the biggest difference to final GCSE outcomes.

If you need any guidance or support, please remember to visit our Year 11 dedicated page on the website (<http://www.thomastallischool.com/year-11-support--guidance.html>) where you will find links to revision advice, subject websites, timetables for revision support and much more. Finally, it is worth reminding you that students also have access to GCSE Pod and mathswatch, together providing a huge amount of interactive teaching and support for students in most subject areas. We do hope that you can support your child to use their time wisely and, if they need a little motivation, maybe remind them of the extremely long holiday they get once their exams are finished in June.

This will also be a very stressful and demanding time for students and I hope you do all you can to help them through this by ensuring they get enough sleep, eat well and have a space to revise. Please continue to contact tutors or myself if you have concerns and we will do what we can to resolve any issues.

Year 11 Prom

The Year 11 prom is being held in school on **Thursday 6 July from 7.00pm until 11.00pm**. Tickets will be available via the school WisePay system and need to be purchased by Friday 27 May 2017 and collected from Ms Gallagher.

The Prom is for our Year 11 students only and we will not allow entry to anyone we do not know. Although we are not anticipating needing to do so, we reserve the right to refuse entry to any student who behaves inappropriately.

I 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



Sharon Gallagher
Head of Year 11



Ashley Tomlin
Principal Deputy Headteacher