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Friday 31st March 2023

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. Your child has recently received their final examination timetable. Please get them to show you this and we ask that this is displayed somewhere central in your home.

Year 11's official Final Day of timetabled lessons is Friday 12 May 2023. On this day, there will be a special leavers' assembly starting at 1120. Students will then be dismissed from school at 1300. There will be a formal opportunity for students to sign each other's shirts from break time on the 12 May if they wish to do so.

Although some examinations have already begun, the main summer exam period begins in earnest on Monday 15 May 2023. From Monday, outside of examinations and exam preparation sessions, students will not be required to attend their normal timetabled lessons. Attached to this letter is the list of the bespoke 'exam preparation' sessions year 11 students will attend instead of their usual timetabled lessons. These are specially organised sessions before each exam, with specialist subject teachers, including revision activities and final examination preparation. We are also sending out an overview document from departments of what students need to learn and where revision materials can be found. This is also on the Year 11 Support and Guidance website. Please do discuss both these documents with your child.

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 will be displayed.

Exam procedures:

1. Students must arrive on time to the Green Canteen. Students must be in by 8.30am for morning exams; for 1pm examinations they must be outside the canteen by 12.45pm. Students, parents and carers should be aware that 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 is to comply with externally set exam regulations.
2. For Core exams (English, Maths and Science), students must sit in their tutor groups. For option subjects, students should sit in their teaching classes.
3. Students must maintain silence when in the Canteen and in the examination venues.
4. Students must be in uniform. They must remove earphones, coats, hats and any non-uniform jumpers. No signed t-shirts are to be worn in the examinations!
5. Students must be prepared, ensuring they have all the equipment they need for the examination they are taking: black pens, pencils, calculators, as appropriate.
6. No correction pens, fluid or tape, highlighters or gel pens can be used in answer booklets.
7. Students are allowed clear pencil cases and water bottles, but they must have labels removed.
8. 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 may lead to disqualification from the examinations.
9. Students must not turn around, talk, or leave before the exam has finished. This may lead to disqualification from all examinations.
10. 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 temporary illness or injury on the day of the examination, either the student or you 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 07423 667966 or Mr Brunoir on 07776 598675. 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.

During and at the end of examinations:

- Students will be under the care and direction of the invigilating team; they must be respectful and follow their instruction at all times.
- Students must not talk when dismissed from the Canteen to go to the exam venue; they must make their way in silence.
- When dismissed from the exam venue, students must not talk. Other students entitled to extra time may still be working and cannot be disturbed.
- Students will be dismissed from morning examinations either to exam preparation sessions, Study Hall or home.
- 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.
- 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.
- 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.
- Please can students ensure they arrive punctually for all exam preparation sessions – afternoon sessions start at 1305, not 1320.
- Students must wear full school uniform for exam preparation sessions and will not be allowed to attend unless they are in uniform.
- 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). 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 the 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.

Tallis Post 16 Taster Days

If you have received an offer of a place to study at Tallis Post 16 in September, you must attend the Taster Days on Monday 27th June and Tuesday 28th June. The Post 16 Team will write to you regarding these shortly.

Prom and Awards Ceremony

The Year 11 Awards Ceremony is on the 7th July 1.30-3.30pm. We will be writing to you shortly with further information regarding this event. It is a parent and carer event where we celebrate the student's achievements.

The date of prom is Thursday 29th June 2023, with prom tickets costing £10 and available to purchase via MCAS. The deadline for tickets to be obtained for prom is Tuesday 27th June.

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

Mickael Brunoir

Head of Year 11

HeatherOdd

Associate AHT KS4 Achievement

Katherine Walsh

Acting DHT Curriculum