



Kidbrooke Park Road
London SE3 9PX

t: 020 8856 0115
f: 020 8331 3004
www.thomastallischool.com

Head: Carolyn Roberts
e: headteacher@thomastallis.org.uk

Parents and Carers of Students in Year 11

25 April 2016

Dear Parents and Carers

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

Year 11 Leavers' Assembly - Friday 20 May. Year 11 will be dismissed from school at 12.30 pm. 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 Friday 20 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 café and remain in the café area until staff direct them towards the exam venues.
- 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 27 June**; any student who needs 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.

inquisitive • collaborative • persistent • disciplined • imaginative

Returning of equipment:

- Students are expected to return all books and equipment given to them by subject teachers by **Friday 10 June 2016**. They will shortly be given a signing off sheet which they must complete and return to me by this date.
- Students may be charged for any unreturned resources so it is important that they get this done.

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

This will 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. There is plenty of advice on our website on the best ways to revise and prepare for exams.

Year 11 Prom

The Prom for Year 11 students is being held in school on **Thursday 30 June from 7.00 pm until 11.00 pm**. Tickets will cost £10.00 and will be available via the school WisePay system and need to be purchased by Friday 27 May and collected from Ms. Pollitt. Food tickets will also be available for an additional cost of £5.00. 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



Lucy Pollitt
Head of Year 11



Ashley Tomlin
Principal Deputy Headteacher