



25<sup>th</sup> April 2019

Dear Parent/Carer,

**RE: Year 11 Study Leave**

I am just writing to let you know how proud I am of Year 11 at the moment. They are working really hard and getting on with their revision. I would like to add into that my own personal thanks to you for all of the support and effort you are putting in with your children through this stressful time. It really does seem to be having a positive effect.

**Exam Preparation**

In preparation for the final exams this summer, I would just like to raise a couple of points which will help support your children through the exam period.

**Firstly, please can you help your child to be organised.**

Ensure they have all of the correct equipment needed for the exams in a clear, unmarked plastic pencil case. This will reduce stress on the morning of exams and allow them to concentrate on the task at hand without worrying about equipment.

It is imperative that students bring ALL of the correct equipment to their exams, as we cannot guarantee that any missing items can be supplied on the day. The equipment that every student should bring to each of their exams is listed below:

At LEAST 2 black pens, pencils, rubber, ruler, calculator, protractor and compass

All items must be stored in a clear pencil case.

**Secondly, can you ensure your son/daughter arrives with plenty of time for the exams to give him/her time to settle and compose him/herself before the exam.**

If a student is late to the exam this causes immense anxiety – not only for the student but also for their friends and teachers who will be concerned for him/her. It can also impact on performance in the examination.

If a student misses an exam, then a Doctor's note is required straight away to allow our exams officer to apply for special consideration. Without this, we can't apply for support and you will be charged £100 to cover the missed exam and the administration of this. Also, a student's place at the Year 11 Prom is subject to attending the exams and the Safe team will carry out home visits to missing students.

**Thirdly, can you ensure that your child refrains from the drinking high caffeinated drinks such as Red Bull or Monster before the exams.**

They don't help concentration or hydration, both of which are vital for exam success. Students can take in a clear plastic bottle containing water and facilities are available on site for this to be refilled.

**Examinations and Study Leave**

The examination timetable for Summer 2019 can be found on the school website under Curriculum/Exams Information and students will also be provided with a personalised copy of individual examination timetables next week.

All students will have different requirements and preferences when preparing for examinations. Due to the changing nature of the exam process, we have decided to provide an alternative to study leave. The aim is to ensure that all Year 11 students have access to revision sessions provided by subject teachers. The aim is to challenge all students to make the best use of the time available to prepare for examinations. For most students it is generally easier to focus at school and it also removes the many temptations to do other things at home while providing a structured timetable without many late nights of revision. Details of these sessions will be on the school website and form tutors will remind Year 11 students each morning. Year 11 students will be permitted to go on study leave after their Maths examination on **Tuesday 11<sup>th</sup> June**.

**Early Finishes**

When your child has an exam that ends after 2.15pm, he/she will be permitted to leave the site from the exam hall. Students travelling by coach will be supervised until the close of school at 3.15pm by their normal classroom teacher.

With the exams being imminent, it is good to see Year 11 really focusing upon their studies, and getting themselves ready for the huge task of the exams. There is a wealth of after school intervention sessions taking place to support your children in the run up to the examinations which I'm sure they are finding useful. Please don't hesitate to email me if you have any further questions.

Yours sincerely,

*M. Foster*

Mr Foster  
Head of Year 11

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**PERMISSION SLIP – Year 11 Study Leave**

Student Name: \_\_\_\_\_ Form group: \_\_\_\_\_

I give permission for my son/daughter to leave the school site from 2.15pm after an exam.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Please return this permission slip to students Form Tutor**