



3rd June 2024

Dear Parents and Carers

Year 12 Progress Exams 2024

Thank you to our Year 12 students for maintaining high standards, a positive work ethic and attitude over the second half of this year. It has been a pleasure to see them growing in confidence and commitment towards their Sixth form studies.

In the w/c 10th June students will have progress exams. These are designed to provide students with an opportunity to consolidate their knowledge and understanding from the first year of their courses. The exams also provide teachers, students and the pastoral team with feedback on how the students are progressing at this point in their Sixth Form education and this will inform and prepare us all for their transition into Year 13.

Exam Timetable

The students received a copy of their Progress Exam timetable just before half term, this details all clashes and where classes are split between rooms. They also have all the information in relation to where they need to be for each exam.

Students are reminded of the following:

- All Year 12 exams will take place at the Sixth Form Centre, unless stated otherwise. Students should check the timetable to ensure they know where their exam is taking place.
- The timings of the day during this period may be slightly different to the usual timings. Students should make a note of these to avoid being late or missing any exams.
- Some students have clashes that we are aware of and have tried to resolve and students have been asked to check earlier drafts of the timetable. However, students should double check their subjects and if they spot a problem, to email Mrs Thrupp as soon as possible. **NB:** some exams rescheduled due to clashes take place prior, and some after, the examination date.
- Those students relying on public transport will be able to stay in Sixth Form to study in the common room or Private Study area, however please let us know that this will be the case so that we can keep track of who is in the building.

Study Leave Arrangements

- Study leave for Year 12 will be from **10th-14th June**, (meaning that during that week they only need to come in on the days/times when they have an exam). Students studying a double or single BTEC, should confirm the study leave arrangements with their BTEC subject teachers.
- The normal timetable for Year 12 will resume on Monday 17th June, including form time from 8.50am.

Alternative arrangements for students studying single or double BTEC courses are as follows:

They will be required to be in lessons as normal, unless they have an exam, in which case they may take study leave for the half day preceding the exam:

- The afternoon of the day before a morning exam

- The morning of an afternoon exam

All study leave is a provisional offer and will be at the discretion of teachers e.g. they may ask students to stay in if they think working under supervision would be beneficial.

Parents/carers must give permission for students to remain at home for study leave. Please click on the link below to give permission for your child to be absent on study leave over the Year 12 exam period. If permission is not recorded students will be expected to be in school throughout the week and non-attendance will be followed up in the usual way.

<https://forms.office.com/Pages/ResponsePage.aspx?id=PYCwG3TptkKUJQEK3Byuaqk5t3W7JwxEnAnmovHJ9s5UMVc5U0dFVVpNMloyTk1YUzIEVzFIUTNHRC4u>

Examination Rules

We will be applying the rules that apply for external exams, so students need to be aware of these and ensure they follow them:

- No mobile phones, iPods, MP3s, MP4s or Smartwatches are to be taken into any examination. All wrist wear, including watches, bracelets etc. should be removed and placed on the desk in clear view.
- No food, sweets or chewing gum allowed in any examination. Students may bring a drink (water only) in a clear plastic bottle with a screw top and label removed.
- Students must bring appropriate equipment with them to all examinations. This includes pens, pencils, eraser, ruler and calculator (if allowed). Please note students do need to bring their own calculator as we do not have any available to be handed out.
- Equipment should be in a clear pencil case or a clear plastic bag.
- Students should follow instructions from staff on where to line up, ready to go into the designated room and find their allocated seat.
- Students are not permitted to communicate with each other whilst in the examination room during examination times.

Students have been provided with advice and support during lessons and tutor time over the past few weeks regarding how best to prepare and revise for their progress exams. Some of the advice shared is as follows:

- Complete practice/past exam papers
- Follow a structured revision timetable
- Balance work time with relaxation time
- Use some of the techniques discussed in their Life Skills lessons
- Speak to their subject teachers for advice on specific resources or strategies
- Arrange an appointment to see the KS5 Learning Coach (Mrs Thrupp)

If you have any queries about any of the above, please do not hesitate to contact your child's form tutor for additional information.

Our best wishes to all our students over the next couple of weeks.

Yours faithfully



Mrs L Allen
Assistant Headteacher - Head of Sixth Form