



# Great Marlow School

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HEADTEACHER: Mr K Ford

16<sup>th</sup> February 2022

Dear Parents and Carers

As you will be aware, students in Years 11 and 13 will be undertaking examinations for two weeks beginning on Tuesday 1<sup>st</sup> March until Friday 18<sup>th</sup> March.

In normal years pre-Covid, schools would ordinarily run only one set of formal 'mock' examinations for Years 11 and 13 under formal exam conditions and located in the spaces that will be used for the final examinations. This year, all schools were advised by the Department for Education via Ofqual to run examinations in both late autumn and early spring this year. This was to try and ensure all schools had sufficient information to submit to exam boards if the summer series of examinations had to be cancelled again due to Covid. We fully recognise that this situation, whilst having some benefits such as students benefitting from examination practice, does reduce teaching time and does impact upon the sixth form study space.

Due to the examinations extending over three weeks and the consequent reduction in the capacity of the 6th Form space available to students, we have decided to allow year 12 and 13 students to have a more flexible school day.

This arrangement has not been taken lightly. We are fully appreciative of the efforts made by students and parents to improve lateness and attendance in years 12 and 13 and recognise that the following information may contradict the measures that the school has put in place. We very much want to return to the normal structure of the school day, with compulsory attendance to form time and punctuality to lessons, immediately following the end of the March examination series.

The two year groups have slightly different rules, so please ensure that they are completely understood. It is important for students, parents and carers to know that the following rules have been put in place for the duration of the examination period only, starting on **Monday 28<sup>th</sup> February**.

Year 12 students:

- If Year 12 students have a lesson period 1, they MUST attend registration and go directly to their lesson
- Year 12 students may continue the process of leaving school after their last lesson of the day
- If students have a lesson after period 1, they DO NOT have to come to registration and may come into school in time for the lesson
- If students arrive to school after registration, they MUST sign the attendance book outside the office opposite T4 then proceed to their lesson
- Students MUST come into school in plenty of time for their lesson, ideally going directly to their lesson room
- If Year 12 students wish to continue to attend school as per normal, they may do so. Space will be made available in the canteen and in designated free teaching rooms. A timetable of these will be available each week
- If a student has a period of time between lessons and have the ability to return home, they may do so. Students will need to return to their lessons in good time observing the signing in procedure

- ALL students MUST sign in and out using the attendance book outside the office opposite T4
- Please note that the Hall, the 6<sup>th</sup> Form Centre and the Silent Study Room will not be available for the duration of the examination period

Year 13 students:

- Year 13 students MUST be aware of their examination timetable and arrive at school in plenty of time for scheduled examinations
- If students have an exam at 9am or a period 1 lesson timetabled, they MUST go to registration
- Please note that Year 13 lessons are continuing for the duration of the examination period. Students must attend all timetabled lessons, unless they have an examination
- Unless students have a lesson or an examination, they do not need to come into school
- Year 13 students may continue the process of leaving school after their last lesson of the day
- Students MUST come into school in plenty of time for their lesson, ideally going directly to their lesson room remembering to sign in outside the office opposite T4
- If Year 13 students wish to continue to attend school as per normal, they may do so. If a student has a period of time between lessons and have the ability to return home, they may do so. Students will need to return to their lessons in good time observing the signing in procedure
- ALL students MUST sign in and out using the book provided outside the office opposite T4
- Please note that the Hall, the 6<sup>th</sup> Form Centre and the Silent Study Room will not be available for the duration of the examination period

Of course, if a student is unable to return home during the school day, we will provide space for them using a free room timetable that will be issued at the start of the examination period. Although there will be no food provision in the 6<sup>th</sup> Form Cafe, students will be able to purchase food and drink from the Year 11 'Pod'. It would help to ease any congestion if KS5 students avoided using the 'Pod' at break and lunchtimes.

The Sixth Form Team appreciate your support and understanding regarding this matter.

Please do not hesitate to contact me if you have any questions regarding these procedures.

Yours faithfully



**Mr O Hollyman**  
**Head of 6<sup>th</sup> Form/Assistant Headteacher**