



HEADTEACHER: Mr K Ford

17th October 2022

Dear Parents and Carers

As you will be aware, students in Years 11 and 13 will be undertaking mock examinations from Wednesday 9th November until Friday 25th November. As we will be using the Sixth Form Centre (SFC) for these examinations it will impact on the availability of that space for study for that time.

Year 12:

- Normal school day
- Lessons will run as normal. The canteen will be used as a space for Year 12 students to go during their non timetabled periods.
- Study periods will continue but will take place in classrooms. Students will be informed of these at the beginning of the day in registration and a timetable of changes will be put onto Teams.

Year 13:

- All students attend registration as normal.
- Lessons will run as normal during the mock examination period. Students must attend all normal timetabled lessons unless they have an examination
- If students have a 9am examination, they will register and then go to the canteen.
- Students who are late to school will receive an appropriate sanction in line with school policy.
- Students should attend examinations in normal school uniform - they will not for example be allowed to wear hoodies to sit examinations.
- For the examination period, Year 13 students may leave school after their last lesson of the day and do not need to wait until the end of period 3 as they have been doing since the start of this term.

Although there will be no food provision in the 6th Form Cafe, students will be able to purchase food and drink from the Year 11 'Pod'

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 6th Form/Assistant Headteacher