



8<sup>th</sup> May 2025

### Final Arrangements for Year 11 Public Exams

Dear Parents and Carers,

As we enter the final stages of preparation for the Year 11 public exams, I would like to thank you for your continued support throughout this important time. It has been a pleasure to see so many students rising to the challenge—demonstrating maturity, determination and a growing confidence in their abilities.

Over recent weeks, students have worked hard both in lessons and independently. Teachers have been delivering targeted lessons designed to build understanding and refine exam technique, and students have responded positively. The role you play at home—in encouraging healthy routines, providing quiet spaces for revision, and offering reassurance—is invaluable. These partnerships between home and school make a real difference.

To give students every opportunity to succeed, we will be offering subject-specific booster sessions before each exam:

- **Morning exams:** Boosters will run from **8.15am to 8.45am**.
- **Afternoon exams:** Boosters will take place during **Period 3**.

These sessions are designed to support students with key reminders, last-minute tips, and calm, structured preparation. Students should check the location of their booster sessions with their subject teachers.

For those with an afternoon exam, a short break will follow their Period 3 booster session—from **12.30pm to 12.45pm**. During this time, they may:

- Use a designated set of toilets (reserved for Year 11 and Year 13),
- Get some fresh air in the A3 playground,
- Visit the canteen if they do not have a packed lunch.

Wherever possible, we encourage students to bring lunch from home or buy food at break to avoid rushing during this short window.

We also ask for your support in ensuring that students arrive to school in good time before their exams. It is essential that they check their journey plans in advance, particularly if travelling by public transport, and allow extra time where possible. All students should arrive in full school uniform, equipped with the correct materials—such as black pens, pencils, a ruler, calculator (if needed), a clear pencil case and a clear water bottle with any

labels removed. Arriving calm, well-prepared and on time makes a big difference to students' confidence and helps the exams run smoothly.

All students can access their personalised exam timetable and seating plan via **Arbor**, and we recommend that they check their seat in advance, so they know where to line up on the day.

Attached to this letter is the **Student Handbook**, which outlines exam procedures and expectations. We kindly ask that you take a moment to go through this document together at home to ensure everything is clear. Being familiar with the rules and routines can go a long way in helping students feel calm and confident.

With the exception of being in an exam or having an early lunch for an afternoon paper, **Year 11 students are expected to attend all timetabled lessons**. These sessions continue to provide structured revision and expert guidance from subject specialists. Teachers will be using every remaining lesson to consolidate key content, work through tricky areas, and build students' exam confidence.

There is one planned exception to normal attendance: on **Tuesday 13th May**, students will be dismissed following their afternoon exam. For some sitting the **Combined Science** paper, this may result in an earlier finish than usual. For all other afternoon exams, students will either:

- Finish close to the normal end of the day and be dismissed from the exam hall, or
- Finish shortly before Period 5 and attend their Period 5 lesson as normal.

We are sometimes asked about early study leave, and while we understand the good intentions behind this, evidence and our own experience show that students perform better when they remain in school for structured revision. Classrooms provide a focused, well-resourced learning environment, and being surrounded by teachers and peers helps maintain a sense of motivation and routine. We therefore **strongly encourage all students to remain in school**.

Attending lessons—especially on exam days—gives students the chance to revisit key ideas, ask last-minute questions, and stay calm and focused. This routine helps reduce anxiety and enables students to approach each paper with a clear head and a positive mindset.

To support further revision at home, students have access to a wide range of resources in the **Student Room**, our online learning library. This includes:

- Video guides and revision strategies,
- Subject-specific materials aimed at achieving both **grade 4** and **grade 7+** outcomes.

If your child is unsure about what or how to revise, they should speak to their subject teachers or form tutor, who are always happy to offer guidance.

We know that exam season can be a challenging time for students and families, and we are here to support both academic progress and emotional wellbeing. If you have any concerns—whether about workload, health, or anything else—please don't hesitate to contact us. We are committed to working in partnership with you to help every student feel supported and set up for success.

Thank you once again for everything you do to support your child and our school community. We are incredibly proud of the resilience, commitment, and maturity that our Year 11 students continue to show. With a strong team around them—at home and at school—they are well placed to achieve their very best.

We wish all our students the very best in their upcoming exams

Yours faithfully

A handwritten signature in black ink, reading 'L. Watts'. The signature is stylized with a large, sweeping initial 'L' and a long, horizontal flourish underneath the name.

Leonie Watts

Deputy Headteacher

Exams Handbook

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