

Headteacher: Mr D. Whales | Chair of Governors: Mr A. Brown

Year 11 Pre-External Exams Communication

Dear Parent/Carer,

With the exam season now upon us, I have a bumper bank holiday version of all things currently relevant to Year 11.

Examination-Ready Timetable – Pop a copy on the fridge?

To support our students with their upcoming examinations, I have been working with colleagues on creating a 'student-friendly' exam timetable. Please find this attached for the next two weeks (I will email the remaining weeks, in a much shorter email, starting in a fortnight's time).

I shared this with students in their assembly on Monday. Students then received a paper copy with the attached PowerPoint instructions yesterday. These instructions will clarify for you how this timetable should be used or, even better, please ask your son/ daughter to go through it with you*. They will also be able to add in evening and weekend revision plans.

Booster sessions

All morning exams will start by 9.00 am, which means students will need to line up by 8.45 am. For the vast majority of these 'AM' exams, we will be having **Breakfast Boosters from 8.00 am to 8.40 am** and these are clearly indicated on the Exam-Ready Timetable. We are grateful to our catering staff who have agreed to make the offer of **Free Breakfasts from 7.45 am** for year 11 students, so they can maximise their time in the booster session.

All afternoon exams start at 1.30 pm, which means students will need to line up by 1.15 pm and have their lunch earlier at 12.45 pm. **For the vast majority of these 'PM' exams, we have planned booster lessons during the school day from 11.15 am to 12.45 pm.**

Our 'rigid' **unit 6 timetable will change from Tuesday**. Instead, it will be more flexible based on upcoming exams, mostly exams on the following day. Therefore, **only sessions indicated on the Exam-Ready Timetable will be going ahead.**

Our 8.00 am - 8.35 am 'early riser' and after-school provision until 5 pm will remain in place unless there is a booster session on for English, Maths, or Science. On these occasions, all students will expect to go to the subject boosters.

Wellbeing

Due to the warmer weather and student wellbeing, we will close the above provision during lunchtimes. Instead, and so that students get the much-needed fresh air, we are looking to open a new outdoor area, which includes benches under a canopy.

I have included a pamphlet which has been designed for parents of students sitting external examinations. To support your son/ daughter's wellbeing further, possibly plan a treat or a time when you can relax together, even if it's watching TV, having meals together, or a short walk. In my assembly, I emphasised to students that the only thing worse than not revising is to revise 'too much', which can cause cognitive overload. This can then affect their memory by not giving

themselves a chance to rest and absorb the information. Furthermore, if you would like our Wellbeing Team to support further over the next few weeks, do let me know.

Study Leave

All students will need to attend all their subject lessons until Friday 7th June. From Monday 10th June, students will only need to come in for their remaining exams and lessons/ booster sessions.

When students attend lessons in subjects that have finished all their examination components, they will be expected to revise for their other subjects. A copy of the attached document was shared with the students alongside their timetable. The main task for them is to highlight which subjects they have already completed each week and to identify, in advance, any work they can take into those lessons to revise for any of their remaining examinations. If they are based in a computer room, knowing which websites they can use or, if in a normal classroom, preparing paper-based resources in advance. By planning and being proactive, students will be able to maximise their revision time.

For students who disrupt lessons or fail to follow staff instructions, we will place them on study leave, which will mean they miss out on all remaining booster sessions as well as the prom and graduation.

Graduation, Prom and Prom Discount

Graduation Day will be the day after the last timetabled exam, Friday 21st June.

The prom will be 7-11.30 pm on Thursday 4th July

Prom discount is being calculated based on attendance to the booster sessions mentioned above as well as those that attended the Easter sessions. To finalise the process, sessions from next week will no longer count towards the discount. I have adjusted the calculations such that if a student were to attend every session until this point, they would have received the full £50 discount. This will then help us to calculate the final discount. Furthermore, to help with the administration for this, a student will need to have earned a minimum of £3 discount for us to apply any discount. I have spoken to the school finance team as well as Mr Abbott, who organises the Prom, and we are proposing the following way for the discount to apply:

If you have already paid the full amount of £50, you will be prioritised for a refund by our finance team over the next few weeks.

If you have an outstanding amount, we will write to you with the discount applied and any payment that is still required, or supply a refund. If only the deposit of £20 has been paid thus far, the ParentPay system will still show that £30 is outstanding. However, when you pay the outstanding amount which we will send you (with the discount included), we will mark the payment as complete.

The prom is a prestigious event that marks off a year of hard work. I have reminded students that payment to the prom does not mean acceptance onto it. As a school, we reserve the right to refuse this privilege if a student continuously makes poor choices or there is a one-off serious incident whilst they are still completing exams.

A reminder, as mentioned in the letter, the prom deposit of £20 is non-refundable.

May Half Term

We are currently putting together a revision plan for the upcoming half-term. Please find attached the first draft of this timetable. I will finalise all arrangements and confirm these in the next couple of weeks.

***And finally...**

I thought I'd share some questions that you could ask that will help to ensure that your son/daughter is proactive in their planning each week:

What exam have you got tomorrow/ this week?

Which Breakfast boosters are you going to?

Which unit 6 sessions are you staying behind for?

How many lessons will you have tomorrow/ this week where you have completed all the exams? Are they in a computer room or a normal classroom? What will you be taking to that lesson to revise?

What's your revision plan for after school? Have you planned in breaks? What time are you planning to go to bed? (Remind them to stick to it). Do you want me to get you up any earlier? Would you like me to take the distraction of the phone away while you're revising?

Would you like me to test you on anything or print anything out for you?

Thank you for making it thus far! I will provide the next update in a couple of weeks.

Wishing you all a lovely bank holiday,



Raja Akhtar

Leadership Consultant and Head of Year 11