8th May 2019

Dear Parents and Carers of Year 11,

With the season of written exams for Year 11 starting next week, and the practical exams already underway, I thought it would be useful to summarise a number of important matters relating to this period of time for you all.

**Start Times and Registration**

Students are expected to be in school by 8.30am for every morning exam. If they do not have an exam, they should go to morning registration in the usual way. If they do have an exam on that day, then they should be on the steps at Westcombe Park by 8.30am. From here they will be taken into the exam rooms.

Afternoon expectations are for a 1.15pm start on the steps.

**Breakfast at Westcombe Park**

There is plenty of research around the importance of feeding the brain and of having a good meal at the beginning of the day. To support this, we will be offering a **free exam breakfast** to all of our Year 11 students each day during the exam period. This will be the choice of wholemeal toast or cereal, and a drink. The canteen will also be selling the usual items (croissants, hash browns etc) for those who would want to purchase anything else. We have found that those last minutes before the exam, sitting with friends and going through questions over breakfast are useful and calming. The canteen at Westcombe Park will open at 8am each day and I would urge you to encourage your child to take up our breakfast offer.

**Lessons and Study Leave**

During the exam period, lessons will continue as normal in between the exams. All students are expected to attend school every day in the usual way – either for an exam or for lessons. Teachers will have prepared revision materials and guidance to support the students and those final few lessons can make a significant difference.

There comes a point, however, shortly before the half term break, where some subjects have completely finished, whilst others have still some exams to run. At this point, students will be given ‘Study Leave’ to permit them to study at home between exams, except for where they have a lesson scheduled that still has an exam to be sat. Once we have reached this point, students should still come in to school for these lessons, signing in and out at the front desk as they do for holiday and weekend sessions. I will write again separately explaining further details.

**After School Study Provision**

We will continue to supervise a study area for Year 11 students from 3.00-5.00pm every day up to the half term break. This has proved a popular provision with some students.

Also popular – and continuing until next term – is the opening of the canteen in WP at 3.00pm for the sale of snacks to support those staying late to study.

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Lockers

Every student in Year 11 has been allocated a locker and it is expected that they store ALL of their belongings in them during an exam. They therefore need to be in school prior to 8.30am in order to sort out their lockers prior to being on the steps. Phones and other electronic devices (including headphones, watches etc) are strictly prohibited from exam rooms and students run the risk of having their papers cancelled if they are in possession of forbidden items in an exam room – even if they are not using them. Ideally, these items should be left at home, but if necessary should be stored in a locker.

Equipment

Students should bring black pens, pencils, rulers and other equipment for their exams in a clear pencil case or bag. We encourage students to bring a bottle of water into their exams, but all labelling must be removed from the bottle. Some will find it useful to bring in some tissues as well.

Uniform

Students must wear full school uniform into every exam and run the risk of being refused entry to the exam if they do not. Blazers and ties are essential. Please could you support your child in ensuring that they are correctly dressed – it prevents a panic at the last minute. Once they have been delivered, students may wear their leavers hoodie in place of their blazer.

Emergency Contact

It is vitally important that we have accurate and up to date information about how to contact home during exams. Often we simply need a number so that we can confirm that someone is on their way in to school and just running late. Please could you make sure that we have the correct mobile number/s on our system.

14th June – Farewell Assembly

On the 14th June, all students have a Physics exam and for the vast majority of the year group this is their last exam. Ms Sumner and the Year 11 Team will be holding a farewell assembly after the exam – in the Maze Hill Hall. This will be a chance for her to reflect with the whole year group on the past 5 years together. More details will follow.

20th June - Boat Party

You will have received separate notification and details of the boat party – an event to bring everyone together to celebrate their 5 years at the school and to relax together after the exams.

Yours faithfully,

Cath Smith
Executive Headteacher