

Dear Parent/Carers,

With examinations already in full swing with Photography, Art and MFL speaking test completed. I wanted to write to you all to outline the morning and afternoon routines for the forthcoming exam season.

#### Morning Routine-9am Exams

1. Students can arrive at G42 from 8.15am where they sign in with Miss Flood
2. Breakfast available
3. Revision for the morning exam available
4. Masterclass slide shared with students in G42 to brief them before going to the exam hall
5. Absent students contacted and supported into school

#### Afternoon Routine- 1pm Exams

1. Students with an afternoon exam dismissed from P4 (After register taken) to go down to the canteen for early lunch
2. Students to go to G42 at 12.40pm
3. Masterclass slide shared to brief students prior to leaving G42
4. Absent students contacted and supported into school

Year 11 final day completing their full timetable will be **Friday 23<sup>rd</sup> May**. However, the examination window still runs until the middle of June so therefore the provision from the 2nd of June is:

#### Morning Routine-9am Exams

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- Breakfast available
- Revision for the morning exam available
- Masterclass slide shared with students in G42 to brief them before going to the exam hall
- Absent students contacted and supported into school
- Students leave school after the examination

#### Afternoon Routine- 1pm Exams

- Students arrive to G42 at 12.40pm
- Masterclass slide shared to brief students prior to leaving G42
- Absent students contacted and supported into school
- Students leave school after the examination

All exams must be attended by students in their **FULL UNIFORM**. Failure to comply with this could lead to withdrawal from the exam series and a fine.

Failure to attend an exam is an offence and can be fined in the range of £100 to £200.

Thinking ahead, during the May break the school will be running some revision days: this will be to further support students' exam preparations. The schedule of this will be released in due course. There will also be a booking system so staff can prepare accordingly

The leaver's assembly will be Tuesday 17<sup>th</sup> June 2025 2-3pm. This will be an opportunity for students to sign shirts, celebrate their 5 years at SWS and say a fond farewell to staff and students.

Finally, I would like to take this opportunity to praise our Year 11 students for their continued hard work.

Yours faithfully,

Emma Johnson  
Assistant Headteacher  
Sir William Stanier School