



31<sup>st</sup> May 2024

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Dear Parents/Guardians of Year 13 Students

As we rapidly approach the GCE examinations we are writing to inform you of important details relating to revision, exams, end of year celebrations and the most effective ways of supporting your child in their preparations.

We are aware that this can be a very stressful time, so students have also been given advice and support to help them cope with the forthcoming demands. We know that you will be giving your child every support with their revision, but if you have any concerns about your son/daughter please do not hesitate to contact Form Tutors, Mrs Lloyd, Mr White, or indeed any member of teaching or pastoral staff for specific advice.

### Exam Timetable

Your child has been given a personalised exam timetable which is available on Edulink (via the 'Exams' icon). You and your child should check the timetable very carefully and please contact school if you believe there are any errors. You can download and print this timetable using Edulink from a computer.

In order to ensure, as far as possible, that your child has the opportunity to prepare thoroughly for their exams and to maximise their time with teaching staff, **students will not be released for study leave until Friday 10th May**. From that point, **students only need to come into school for examinations** (8.40am for morning exams and 1.10pm for afternoon exams).

Attendance in this final half term of Year 13 is an essential element of the exam preparation process and will allow as much input and guidance from our staff as is possible in order to ensure that students reach the examination fully prepared. We are sure that you will recognise the benefit of this and support this process. During the entire examination period students must attend school in business dress and prompt arrival is vital.

We have also attached a copy of our 'Examinations Information Booklet' which contains important information about the rules and regulations for the A level examinations. We would encourage you to read through this with your son/daughter.

Please can we ask for your help in impressing on your son/daughter the need for sensible and appropriate behaviour during the exam period and please refer to the following guidelines:

- If students only have a morning exam they should return home after the exam to continue their revision.
- If students only have an afternoon exam they should arrive at school before 1:10pm.
- In both the scenarios listed above a school lunch service is still available if required.
- When students arrive for their exams they **MUST** scan in. Then they go straight to their exam room; for most, this will be the Sports Hall. Students with a clash will be emailed separately.

During this period of examinations, the students are still on-roll at Arden and are, therefore, representing the school community. As such, we would ask them to adhere to the same high



standards of behaviour and appearance as normal, if they are out within the local community during the school day.

### **Exams Contingency Days**

Please note; each year there are 'exams contingency days' set by JCQ and this year they are timetabled for the afternoons of 6th and 13th June, as well as the entire day of 26th June 2024, so please ensure your child is available on these days. Contingency days are needed, for example, if there is a major national or local incident resulting in exam cancellation, or a national day of mourning following the death of a senior royal. Please do NOT book a family holiday that includes these days.

### **Leavers' Celebrations**

Separate communication has been sent out regarding details of our Year 13 ball which is due to be held on Wednesday 26th June. Our leavers' celebration will take place in the morning of Friday 10<sup>th</sup> May and will include light refreshments and a farewell assembly.

Finally, we would like to pass on our thanks to you as parents/guardians for your support over the last two years, and in many cases, seven years. Partnership is crucial and we want to thank you for all the support, energy and time you have given the school and it is important that this continues as we approach the final stretch.

Yours sincerely

**Mr D White**

Head of Sixth Form/Assistant Headteacher

&

**Mr Lloyd**

Head of Year