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12th June 2018

Dear Parents and Guardians,

Re: Year 12 Post-18 Gateway Examinations and Study Leave Arrangements

A reminder that Year 12 Post-18 Examinations take place next week from **Monday 18th to Friday 22nd June**. Between these dates students need to attend school only for scheduled examinations as listed on their personalised exam timetables that were distributed at the end of April. The complete exam timetable can be viewed on the school website under the Examinations section <http://www.tbshs.org/docs/4108-Year12ExamTimetab.pdf>

Generally, morning examinations begin at 9:00am and afternoon examinations at 1:00pm. There are a few exceptions so students should check their timetables carefully. Students should **arrive at least 15 minutes in advance** and should wear normal school dress. Locations for exams are displayed next to the Examinations Office where any amendments or notices will also be posted. It is vital that all students conduct themselves appropriately as these exams will be treated and conducted just as formal external examinations; your son/daughter should access the important *Information for Candidates for Written Examinations* and *Information for Candidates re Coursework Assessments and Controlled Assessments*, published by the Joint Council for Qualifications, which are available on the school website.

Any students who have joined the school in Sixth Form, and who have not spoken to Mrs Watts, our Examinations Officer, regarding any access arrangements, such as a word processor or extra time that they might qualify for, should do so as a matter of urgency.

Students should have followed a structured revision programme since the Easter holidays and it is very important that study leave is used appropriately using the time available to maximum effect. Students may come into school to work during study leave if they wish and must sign in when they do not have an exam. They will need to be in full school uniform if they do this and should not cause any disruption to the rest of the school.

Students studying BTEC courses should make full use of their study leave to work on assignments and coursework as directed by their teachers. Study leave for BTEC students is often negotiated on an individual basis with the relevant Subject Leader and students must attend lessons when directed.

Students will then be out of school on **Work Experience** from **25th to 29th June**. They return to school on their normal timetables (week 1) on **Monday 2nd July** to formally begin their A2 studies.

Thank you for your continued support.

Yours sincerely

Assistant Headteacher
Head of Sixth Form



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