

5th April 2017

Dear Parents

### IMPORTANT INFORMATION REGARDING THE GCSE EXAMS AND REVISION 2017

All pupils should now have received an individual timetable which tells them when their exams are taking place. Study leave will begin on Monday 22<sup>nd</sup> May; therefore, from this date, Year 11 pupils need only attend school for revision lessons and exams. This means lessons will continue in school until the end of Friday 19<sup>th</sup> May, although some GCSE exams will take place before then. On these occasions we will allow those sitting a GCSE exam in the afternoon to stay at home in the morning to prepare themselves mentally for the exam. Please consult your child's GCSE timetable for the dates when this will occur. **Formal registration will not take place during study leave therefore pupils will need to sign in on arrival; they must also sign out when they leave. This is a Health and Safety requirement in the event of a fire. More comprehensive details of the procedure will be on display around the school during the exam period.** Pupils must continue to **wear school uniform** as normal through this period.

At 1.30pm on Friday 19<sup>th</sup> May 2017 the year group will gather together for their leavers' Mass. This will be a spiritual celebration; an opportunity to reflect on their time at St Thomas More School. It is also the last they will have the opportunity to be together formally before study leave starts. If the Mass finishes before 3.10pm the Year 11 pupils will be dismissed early and they will be allowed to go home.

On exam days pupils should be in school no later than **8.40am** for a morning exam and **1.00pm** for an afternoon exam. Please be aware that some of the afternoon exams may need to start earlier; you will be informed of these. On these occasions pupils will need to be in by **12.30pm**. Pupils will be able to use the canteen during the exam period. Please support your child during this time and ensure that they bring the right equipment needed for each exam. **No products with an electronic communication/storage device or digital facility (such as mobile phones, iPods, MP3/4 players) are permitted in the exam room so should be left at home or handed in at the office before the exam.**

Revision is now the key to success. It is important that pupils remain focused and motivated during this time. As parents you have an important role to play in this process. Many of you have already spoken to staff about how you can help support your child through this stressful time. All Year 11 pupils will have a revision timetable to complete and revision techniques have been considered in a number of lessons. On the afternoon of Friday 7<sup>th</sup> April they will attend a workshop on how to revise. This will be run by a guest speaker. Some pupils continue to receive support as members of the RAP group or through the mentoring programme. Please ensure your child attends all of the relevant revision lessons. You can also help them by providing them with a suitable place at home for revision.

We wish your child the very best for the GCSE exams and hope that their hard work and efforts are rewarded. If you have any concerns please do not hesitate to contact the school.

Yours sincerely

T.A. Ryan  
Deputy Head

