



27 April 2022

Dear students, parents and guardians,

EXAMS & STUDY LEAVE FOR YEARS 11, 12 & 13 2022

Exams:

- A Level exams begin Monday 9 May and finish 28 June
- IGCSE exams start on Monday 16 May and finish 23 June
- There are IGCSE & A Level Spanish Oral exams 5, 6 & 9 May and IGCSE Art practical exams 11 & 12 May

Study leave:

- For Year 13, study leave begins **Monday 16 May**. Prior to study leave **all** students must attend school as normal.
- For Year 12, study leave will begin **Monday 16 May** until **Friday 27th May** and return to school for normal lessons on **Tuesday 31st May** until the end of term
- For Year 11, study leave begins on **Monday 23 May**. Prior to study leave **all** students must attend school as normal

Once study leave begins:

Students may choose to come to school only for their exams **unless** a specific subject teacher informs them a revision lesson will take place. These lessons are considered compulsory. We do not expect students to be in school at any other times and they must sign in and out of school at the office. Students who wish to study in school rather than at home will be assigned a study room.

All students must be in uniform or school PE kit when they are in school.

All books for Years 11 & 13 students need to be returned and the Leavers Form (from the office) signed by every subject teacher by Friday 17th June.

Year 12: From Monday 30 May, Year 12 students will return for normal lessons to start the Year 13 syllabuses and prepare for exams in October and January. It is very important students attend school as normal as this content will not be recovered in September.

Year 13: Graduation Assembly will be on **Friday 17 June** at 09:30. This will be held outside in the green area of the school and details will be sent home prior to the Assembly.

Year 11: Graduation will be on **Thursday 23 June** at 11:15 in the Hall, details will be sent home prior to the Assembly.

Exam's organisation:

Pearson Edexcel exam board provides concise, detailed and extensive rules for exams (our night-time reading!). Students have been briefed already and will be reminded closer to the exams of the rules but to help, here are a few:

- It is the **students' responsibility** to know **when** and **where** their exams are taking place
- Students must be in school 15 minutes prior to the start of any exam or arrive by school bus. They should be lined up outside the Hall 10 minutes before each exam

- Pencil cases must be clear and have all the equipment necessary for their exams
- Only **black** ink can be used in exams and absolutely no correction fluid or rollers
- Bottles of water must be clear and have their labels removed; food or other drinks are not allowed in the exam room
- Mobile phones and watches **are not** allowed in the exam room. There is a collection box at the entrance to every exam. This is taken to the Office immediately the exam begins and students can retrieve them after the exam – unless they are going into isolation or immediately starting another exam. Just being in the possession of a mobile device means they are in breach of exam regulations and this will result in disqualification from the exam or the entire series
- Students who are ill prior to, or during, an exam **must** inform the invigilator before or during the exam. If they are too ill to come to school, you must inform us prior to the exam and obtain a Doctors Certificate **that day** which must be brought to school at the latest, the following day

Covid:

- Any student diagnosed with Covid during the exams, must contact Sanidad on the emergency number, and then contact their doctor to provide a certificate stating they have Covid. This must be provided for the school as soon as possible as we will ask the exam board for special dispensation for any missed exams.

This is a stressful time for all concerned and I am sure we will all do our best to support our students. Just ensuring your child is on time, has a good breakfast before morning exams and has a packed lunch prior to afternoon exams will be a substantial help to them.

If you have any questions, please contact Mrs Tolfrey or myself through the School Office.

Kind regards,

Mr Colin Macrae
Head of Wingate

Mrs Colette Tolfrey
Head of Senior School