



Our ref: AKA/kas/office/6th/corres/24-25/yr13lastday

8th May 2025

Dear Parents and Carers

RE: Year 13 Last Day Arrangements & Exam Support

I wanted to firstly take the opportunity to thank you for the support you have shown to myself, the wider Sixth Form staff and my department colleagues over the past two years. We are now approaching the final run in to the examinations and are supporting students in ensuring they are prepared and ready to tackle the summer examination window head on.

I wanted to confirm with you and your child, the arrangements for Year 13's Last Day in school, and ongoing support that will be on offer to aid students in obtaining the marginal marks that will make the difference to their end grade.

I attach a copy of the exam timetable up to and including 23rd May, and will share the rest with you in due course.

Year 13's last day in school will be Friday 16th May 2025. Up to this point, I expect all students to be present for all tutor times, and lessons. I understand that students may feel they are better suited to self-directed study, however, it is in the final few lessons, where knowledge gaps can be closed, exam technique refined and confidence built to ensure success in the upcoming examination window. All of the subject staff teaching KS5 students are specialists in their subject and the examination itself and I would urge students to use them as a vital resource in their final preparation and push for examinations.

To support students with their examinations, all Heads of Department are recording online pre-exam briefings, which are designed to provide students with key advice and support on how to approach the examination and reminders about exam technique and time management. These will be made available to students via SatchelOne a few days before the examinations and I would highly recommend they plan time to watch and listen to these briefings.

Alongside this, whilst lessons will run as normal up until the last day mentioned above, we have planned for teaching during period 4 to be suspended to support students who have an afternoon examination. During this slot students will either be invited to attend a targeted revision session run by their subject teachers of their afternoon examination, or to revise independently for their next



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examination. This we feel will provide a vital 'warm up' to the afternoon examination and aid students in accessing last minute support with their subjects.

Information will be posted on the wall in the Upper Street daily to remind students what will be happening each day and where they should be going during P4. I would urge them to check this often throughout the examination period.

After 16th May, students do not need to attend registration periods or lessons. However, they can still access school site and facilities should they wish to for revision purposes. We ask that if students are coming onto site, they do so in full dress code and sign in on the school InVentry system for safeguarding purposes.

In addition, the above mentioned pre-exam sessions will still be running for all afternoon examinations, therefore students should attend these for their afternoon examinations to engage in the exam warm up.

I have outlined timings for the last day and how we intend to celebrate their time with us below:

Last Day Arrangements

The rough last day arrangements are as follows:

8:00am – 8:30am:	Traditional Welcome – Blue Circle.
Registration:	As normal in tutor rooms.
Period 1:	Lessons as normal (Psychology Examination Taking Place)
Period 2:	Lessons as normal (Psychology Examination Taking Place)
Break	
Period 3:	Assembly – Main Hall. Students will be dismissed around 12:00pm

Students will then be free to leave the school site.

I want to remind our students that there is an exam taking place for Year 13 that day and I therefore ask that students be mindful of this in their celebrations as to not disturb their peers in their final opportunity in securing the grades they need for their chosen next steps.

I have met with Sixth Form Student Leadership representatives and discussed how the students expect to celebrate their last day with us. We want to give them this rite of passage and support the traditions that previous cohorts had. This has been explained in full by myself and the student leadership team during upcoming assemblies.

There are however some activities which I warn students not to undertake as they will be asked to leave site, removed from Prom, and could risk being removed from their examinations, these are outlined below:



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- Alcohol is banned on school site; should students be under the influence of this, or other substances they will be escorted from site. If students are intending to give a gift of alcohol to a teacher, I request that this is done prior to the last day.

***If we cannot ascertain who has been drinking but have found evidence of this, we will not run the last day assembly due to safeguarding concerns. ***

- Pranking/damaging staff belongings, offices and cars are not permitted.
- Water pistols/bombs are not permitted.
- Smoke bombs are not permitted

It is tradition that students sign shirts during this day. This is allowed, however, **please note:** if your child has an examination on this day, they should either bring a change of clothes to wear during the examination, or engage in shirt signing after the exam has finished. They **WILL NOT** be permitted to enter an examination room with writing on their shirts or person as it is a breach of JCQ regulations.

Our Year 13 students have shown immense reliance, dedication and motivation over the past two years. They are now in the final push for their success and should see the next few weeks in school as an opportunity to round off their performance and ensure their success. I look forward to celebrating their successes with them on the last day.

Thank you again for your support.

Kind regards

Mr A Allred
Assistant Headteacher, Sixth Form



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