



5th May 2017

Dear INSERT NAME

After what has been a very busy few months, I am pleased to say that we are nearly there!

I am writing to update you on important events and messages that will help ensure that INSERT NAME has a smooth journey through HIS / HER exams and beyond.

All students are expected to attend school until **Friday 26th May 2017**, and will have normal lessons, unless they are in an exam. After this date, students are expected to attend all planned revision sessions – each student will receive a **revision timetable for after the half term**.

Exam Timings

- For morning exams, students must be in school by 8:15am and lined up by 8:30am on south site playground.
- For afternoon exams, students must be in school by 12:45pm and lined up 13:00pm on south site playground.

Revision sessions

- Morning breakfast revision sessions will take place 7:30am - 8:20am.
- INSERT NAME may be invited to other revision sessions throughout the exam period.

Expectations

- Students are expected to be in **full school uniform** for all their exams.
- No mobile phones, smart watches or any other electronic device that can be used to communicate or store information (unless stated otherwise, e.g. calculators) are allowed in the exam room.
- INSERT NAME has been offered access to a shared exam locker, where they must place all their belongings before the exam. There will be a £5 charge for lost locker keys.

P.T.O.

Future dates/ events

- **Friday 12th May 2017** – Exam Mass – students are to be in full school uniform, and will be in their normal lessons period 1 and period 2.
Parents are invited to attend at St. Ignatius Church at 10:30am. This will be followed by snacks and shirt signing at the Loyola Centre until 12.15pm, this is for students only. Students will be **dismissed from Loyola Centre at 12.15pm** (Students will not be allowed back into school).
- **Monday 15th May 2017** – First written exam (RS)
- **Thursday 22nd June 2017** – Year 11 clearing day (students return all books/ keys/ items, as well as donating any unwanted school uniform). This takes place in S18, S19 and S20 on south site between 8:45am-10:15am.
- **Thursday 22nd June 2017** – Year 11 Prom (Starts at 7pm at Hazelwood, Sunbury). Tickets must be purchased by **May 8th** from Mrs Zoe Davies (KS4 Administrator).
The Prom is an amazing opportunity for students to celebrate the end of their time at school. As such, we have endeavoured to make the prom a private celebration so that students can celebrate with friends and teachers. To help make this a memorable evening, students are reminded that they cannot be part of a celebration of the community if they actively try to disrupt it and therefore stress the importance of student conduct. We also expect students to display an exemplary manner in both the lead up to to the public examinations as well as during them.
- **Thursday 24th August 2017** – GCSE Results! Collection will take place between 9am and 11am in the hall. **Access to the school will only be available through NORTH SITE, The Ridings.** Southsite will not be open for access.

All of the staff at St Paul's wish INSERT NAME every success in HIS / HER upcoming exams. I would also like to thank you for your support during this period and hope for a successful outcome in August.

Yours sincerely



Mrs Morgan-Wildbore
Head of Year 11