

PKI/NSM/ARA

10<sup>th</sup> April 2019

Dear Parents/Carers,

There are only a few weeks left until the final examinations start for the Year 13 students. This is one of the most important times during your child's life and will see the culmination of their hard work at Brooke Weston Academy.

During term four, all of the students and staff are completely focussed on the final exam preparation. After school, weekend and holiday intervention sessions are being provided by many subjects and the staff are going the extra mile to ensure all of the Year 13 students reach their potential.

I know that at home you are also supporting your child with their exam revision, planning and preparation. It is important that they are revising effectively by not only learning the course content but also by applying their knowledge to past exam questions. It is also vital that students take care of their well-being by sleeping well and eating healthily during this period. This is especially true on the night before their exams.

#### **Year 13 examination dates and times**

Attached to this letter is a timetable showing all of the Sixth Form examinations. Please take a moment to go through this with your child and identify their subject examination dates and times. It is critical that your child attends all of their exams and is on time. Exams start at 9am or 1pm.

Year 13 students need to attend in normal school dress and must swipe in with their ID card when they arrive each day. They will also need to have their ID card for identification in the exams.

**Please note that there are no school buses running over the May holiday from Monday 13<sup>th</sup> May until Friday 24<sup>th</sup> May.** There are a significant number of exams during this time and it is important that you put in place arrangements to drop off and collect your child during this period. Many students will only have one exam in a day so please organise to collect them after the exam is finished.

Over the two week May holiday there is no lunch provision offered by the Academy. If your child has an exam in the morning and afternoon they will need to either bring a packed lunch or you will need to give them consent, using the reply slip below, to leave the school site to buy lunch from the local supermarkets or shops. Lunch can only be eaten in the restaurant or at the location they purchase their lunch. Students who are allowed out for lunch need to return at 12.30pm, 30 minutes before their 1pm exam is due to start.

Students need to bring the correct equipment for their exams including any specialist subject items, for example calculators.

#### **Year 13 study leave**

Year 13 students need to continue to attend school every day and their lessons will continue up until their final exams. This provides important revision opportunities with the support of their subject teacher.

Study leave will not take place for Year 13. Instead a personalised plan will be provided for each student showing their examinations and when their study leave can start.

On days when Year 13 students have exams in the afternoon they can revise from home in the morning, unless there is a structured revision session taking place. They will need to make sure they are in the Academy 30 minutes before their 1pm exam starts.

### **Year 13 Ball**

The Year 13 Ball is an important celebration of the Year 13 students' hard work over their whole time at Brooke Weston Academy. The Year 13 Ball takes place on **Friday 12<sup>th</sup> July at Barton Hall**. It will be a fantastic evening and I would request that your child return the reply slip from the recent ball letter as soon as possible.

### **Year 13 Yearbooks and Hoodies**

Leavers Hoodies and Yearbooks are currently available to order. These are a lovely memento of their time with us and if they wish to purchase one, they need to complete and return the reply slips.

### **End of Year Accounts**

I would like to take this opportunity to advise you that we expect all accounts to be settled in full and any borrowed books returned by the time a student completes Year 13 and leaves Brooke Weston.

### **Sixth Form results day**

Sixth Form results will be available from the Academy from **8.30am on Thursday 15<sup>th</sup> August 2019**. Senior staff will be available to support the year 13 students with their results and university applications.

If students are unable to collect their results in person, they can provide us with a letter giving consent for a third party to collect their results. They must bring proof of identity with them. Please note that the School will not be able to give results to anyone else (including family members) without the student's written consent.

If you are going to be away on results day then please make these arrangements now, as we will be unable to accept instructions by telephone on the day.

Finally, can I take this opportunity to thank you for all of your support over your child's time at Brooke Weston Academy and I am looking forward to a successful results day.

Pete Kirkbride  
Principal

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## **May Break 2019 Exam Period**

### **Permission to Leave the School Premises**

**Pupil's name:** ..... **Tutor Group:** ..... **Roll No:** .....

I give permission for my son/daughter to leave the school site to purchase lunch over the holiday exam period and confirm that my son/daughter will return to school half an hour before their next examination start time.

Signed: ..... Date: .....