



28 April 2023

Dear Parents and Carers of Year 11 Students,

Firstly, I would like to thank you for the continued support you are giving your child as they prepare for their final public exams. This letter outlines some important information about our public exam season that officially begins on **Monday 15th May**, which will help you to continue to support your child to academic success. Please also find enclosed with this letter a copy of your final examination timetable for the summer 2023 Public Examination Series and a copy of the JCQ regulations on 'The Conduct of Examinations' which candidates and parents/carers should read prior to the examinations starting. Please ensure that you familiarise yourself with the dates, start-times and venues for your examinations.

Timetable and Teacher-led Revision Sessions

During the exam period, your child will attend school at their usual start time of 8.15am. When exams are not taking place, they will attend revision classes for the subjects that will be examined the next day or in the days that closely follow. This means that their normal timetable will change and that they will revise with the teachers that have been selected by Heads of Department to teach sessions that will most benefit your child. It is imperative that your child makes the most of these final learning opportunities that are being provided to them. These sessions could potentially mean the chance of your child achieving a higher grade. Each day, their Form Tutor or Head of Year will inform students of the sessions they will attend; this will differ from student to student depending on their qualification pathway and individual need in the subject. An example of the first week's student timetable is attached in the e-mail.

Punctuality

It is essential that your child is on time to school for the start of the exams. Please do liaise with them about their journey to school and help them to check for any travel restrictions that may need to be considered. If they are at all delayed for any reason on their journey and they have a phone, they should ring the School Reception to inform staff of the exceptional circumstances that are hindering their journey. Lateness will have an impact on the time available to them to sit the exam.

Before School and Lunchtime

At these times, your child will be able to access quiet study space, as we have turned our Assembly Hall into a place where quiet revision and mental preparation can take place ahead of the day's exams. I would urge you to make sure that your child eats breakfast and lunch each day in order to support their concentration and well-being. Both breakfast and lunch are available to them at school; if your child does not have access to free school meals, please ensure that their swipe card is topped up with enough money to purchase food.



The Exam Hall

Here are some key points that must be kept to strictly and without fail:

Be in full school uniform and abide by the Academy's Uniform Policy, including not wearing jewellery and other forbidden items (see page 13 of the School Planner).

Blazers are to be worn and permission will be given to remove them if the examination hall is warm.

A clear, filled water bottle (with the label removed) is required to keep them hydrated throughout the day.

All equipment must be brought to the exam in a clear pencil case or small clear plastic bag. It is essential that your child brings the right equipment for each exam, including a calculator and mathematical equipment where required by the subject. No watches are allowed in the exam room and must not be taken into the exam room by candidates.

If for any exceptional and unavoidable reason you are going to be late for an examination, then please contact the school immediately and leave a message with Reception staff. If you have any questions or queries regarding your examinations, then please contact Mr Fernando at ananda.fernando@stpauls.greenwich.sch.uk

Post-16 Reminders

If your child has not heard back from the schools or colleges to which they have applied, please do aim to make contact over the next few days. If there are any issues with this, please do contact your child's Form Tutor so that they can seek help from our Careers Officer if required.

- Tuesday 20 June Thanksgiving Service: parents and carers will be invited
- Friday 30 June Year 11 Leavers' Celebration
- Thursday 24 August GCSE Results Day

Details of these events will be sent to you later in the term.

As ever, if you have any questions, please do not hesitate to contact your child's Form Tutor or Head of Year. Contact details are as follows:

11NH	Ms Gregory	angela.gregory@stpauls.greenwich.sch.uk
11TB	Mr Iqbal	gasim.iqbal@stpauls.greenwich.sch.uk
11SD	Mr O'Donnell	eugene.odonnell@stpauls.greenwich.sch.uk
11AL	Mr Fowdar	indursun.fowdar@stpauls.greenwich.sch.uk
11RL	Mr Michalopoulos	patrick.michalopoulos@stpauls.greenwich.sch.uk
11PP	Ms Pomfret	lynn.pomfret@stpauls.greenwich.sch.uk
11AA	Ms McCabe	iyoti.mccabe@stpauls.greenwich.sch.uk
11JH	Mr Molefi	amal.molefi@stpauls.greenwich.sch.uk

Head of Year: Mrs L Willis louisa.willis@stpauls.greenwich.sch.uk

I would like to end with a blessing for the students and thank you once again for your continued support. I wish every student the success they deserve in their upcoming exams.

Dear Lord, be with our Year 11 students as they begin their exams,
May all the work they have done now bring them rewards and opportunities for their future success.

Help them to be calm,
To read the questions carefully
And keep an eye on the time.
Grant them a clear mind,
Protect them from all anxiety.
May they be considerate of others in the exam hall
And follow the instructions
Of those who are there to support them.
Help them to remember
That their exams are milestones
On a longer journey, as they learn
And grow into the kind of people you want them to be
Who will make a difference in the world for the better
With their knowledge, their skills
And their generous hearts.

With my best wishes,



Mrs Sheila Ward
Principal