

Dear Parent/Carer,

Re: **Sixth Form Level 3 Pre-Public Exams and Study Leave
Monday 16th November to Thursday 19th November 2020**

I write to inform all parents and carers that Sixth Form Pre-Public Examinations will be held in two weeks' time, and to inform parents that there **will** be study leave for Level 3 students during these four days. I also remind parents and carers that Friday 20th November is a Professional Day, and that school will be closed to all students on that day.

Year 12 Level 3 students

Year 12 students will be tested on what they have covered so far in the A level or BTEC Level 3 courses they are following and will sit a purposely designed mock paper to replicate what they may face in the real public examinations.

Year 13 Level 3 students

Year 13 students will be tested on their current A level studies and potentially on their AS units covered last year. Therefore, students will need to liaise with their teachers to ensure that they understand the content, concepts, skills and ideas they need to revise.

Access Arrangements

Any student with Access Arrangements will receive these and they will sit their papers in either the Dance Studio or in S.2.28, both of which are located in the South Block. All other exams for this week will take place in the Sports Hall, again to replicate normal public examination conditions.

The importance of these examinations

I trust you will agree that these Pre-Public Examinations are more vital than ever before, given this summer's award of Algorithm/Centre Assessed Grades – meaning that many students did not sit a single external examination last year and will need to adjust back into working under timed conditions and coping with factual recall and application of theory into practice.

Students themselves have been made aware of these upcoming PPEs since well before half-term and we have been counting them down each week in assemblies, with gentle reminders to get organised and to get revising. We are also giving over our Health period on Monday 9th November to revision and planning out a schedule to help make the process a smooth one for students. We have also advised all students to make appropriate use of their study periods in the coming week to better prepare themselves.

Attached Sixth Form PPE timetable

Please find attached a copy of the Sixth Form Pre-Public Exams timetable so that everyone is aware of the dates and start times of all exams. As students will be on study leave, we are using this time to give the Sixth Form Study a deep clean, so students will not have access to it beyond assembling there prior to an exam. Please do encourage your

son/daughter to revise at home so that these exams prove a positive experience for all our learners.

Year 12 Level 2 Provision students – lessons as normal

For clarity, students following our Level 2 Provision (BTEC Level 2 courses in Business and IT, with retake English and/or maths) will have lessons as normal across these four days and Mr Solate, Head of Department, has requested student are in school this week. His department have also offered to set directed work for the students to complete during their independent study time, so there will be plenty of work for them to do in school and they must attend.

Arrangements for accessing the school site for Level 3 Pre-Public Exams

Exams will fall into three sessions beginning at 9.00am, 11.30am and 2.15pm on each of the four days. Only students following A level & Level 3 BTEC courses will sit exams, and these students will have study leave, so will need to arrive at school **15 minutes** before their exam start time.

- **For the 9.00am exam start time, students will access the school site through the Main Gate on Chestnut Grove between 8.45am and 8.55am.** They must not arrive earlier or later, due to COVID-19 safety measures in place and possible cross bubble contamination.
- **For the 11.30am exam start time, students will access the school site through the Main Gate on Chestnut Grove between 10.50am and 11.05am,** which is the sixth form's normal break time, and so will avoid possible cross-bubble contamination with other year groups. They must not arrive earlier or later, due to COVID-19 safety measures in place. Students should assemble in the Sixth Form Study and will be asked to make their way down to the Sports Hall at 11.15am.
- **For the 2.15pm exam start time, students will access the school site through the Main Gate on Chestnut Grove between 1.55pm and 2.10pm,** which is close to their normal return from Lunch time and will also avoid any possible cross-bubble contamination with other year groups. They must not arrive earlier or later, due to COVID-19 safety measures in place.

As you can see, it is essential that students are in the right place at the right time in order for these exams to take place and to effectively ensure the school maintains a COVID-19 secure site. Remember that safety is paramount. At the end of each exam, students will be escorted off site via the Main Gate by both our Sixth Form LSA and by our Study Supervisor.

In the Sports Hall, and in the Access Arrangements rooms, all students will be seated in such a way as to maintain social distancing and students will be expected to wear a face mask or face-covering throughout the duration of the examination. This is following current guidance for public exams in schools, and will further protect those invigilating the exams, all of whom will also be expected to wear a face mask or face-covering, too.

Yours sincerely,

Jonathan Taylor
Deputy Headteacher
Director of Sixth Form