



9th May 2023

Re: Year 13 Final Summer Exams and Study Leave Logistics

Dear Parent/Carer,

Final Exam Logistics:

As we enter your child's final term at St Paul's Way Sixth Form, we are writing to confirm important information regarding the Year 13 final summer exams taking place from Monday 15th May – Tuesday 27th June. Please view the table below for an overview of exam procedures:

AM Exams	PM Exams
Students arrive to school at 8:30am via the sixth form entrance and make their way to 0.47/0.48 (sixth form area classrooms).	Students leave tutor time/arrive to school at 1:30pm via the sixth form entrance and make their way to the study area.
Students will have an exam briefing with Miss Christou which will include checking students' equipment, devices and supporting them to be in a positive mindset.	Students will have an exam briefing with Miss Christou which will include checking students' equipment, devices and supporting them to be in a positive mindset.
Students will be walked up to their exam following the above for a prompt start.	Students will be walked up to their exam following the above for a prompt start.

Student Expectations:

- Students are to continue attending school throughout the exam period until Friday 19th May (details on study leave on this letter)
- Students must arrive on time for their exams; late arrival to exams may be reported to the exam board and consequently the awarding body may not accept their exam paper
- Students must bring with them all the necessary equipment for their exams. If a device is kept on a student, this may lead to disqualification
- Students must continue to be in smart dress for the exam period
- Students have been briefed on the rules and expectations of conduct during the exams and must follow these.



St Paul's Way

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Study Leave Expectations:

- If students have an afternoon exam during the week of 15th May, they are exempt from attending their p3-4 lesson to revise in the study area. If they have a morning lesson, they must attend as normal
- Study leave commences from Monday 22nd May. From this date, students are to continue attending school for planned intervention with teachers and tutors. Otherwise, they are free to study on site or from home for exams
- All planned intervention sessions will be communicated to students by their teachers and tutors.
- Students must continue to be in smart dress including their lanyard when attending school for study leave, sessions and exams.

As a sixth form, we are highly committed to ensure all our students have the necessary facilities to study and receive support. For this reason, the following additional independent study times are available in the sixth form area, effective immediately. It is highly recommended students make use of these times for focused study:

- After school from 3:30pm – 6pm
- Saturdays from 9-3pm
- Half-term sessions (timetable to be confirmed)

A-level Results Day

A level results day will take place on Thursday 17th August 2023. It is important that your child is in the country on this date so that they can come into school from 8:30am to collect their results and receive support from the Sixth Form Team regarding their post-18 options.

If you have any queries, please do not hesitate to contact the Sixth Form Team by telephoning the school on 0207 987 1883 and being transferred by the main reception.

Yours sincerely,

Athina Christou
Year Team Leader for Year 12&13

