



14 December 2022

Dear Parent/ Carer

Year 12 and 13 PPEs – January 2023

All pupils should have now received a copy of their exam timetable for the upcoming PPEs, commencing Thursday 5 January 2023. If they have not, please ask them to see Mrs Cooke in the exam's office (A6).

After speaking with staff and pupils, and taking their thoughts into careful consideration, we have decided on the following programme to support your child with their independent studying during this time.

These arrangements will take place from Thursday 5 January until Friday 13 January 2023 (inclusive). All exams will take place either in the Sports Hall or Activity Studio. **There will be no tutor sessions or Period 5 taking place during this time.**

Please note that although there will also be some PPEs taking place on Monday 16 January 2023, normal school timings will resume on this day - including tutor time.

Staff will be available in their teaching rooms at usual lessons times to provide the perfect environment for pupils to revise and prepare for their upcoming exams. There will be occasions when it will be down to the teacher to decide whether they formally teach the class or allow them to silently study.

Please can we ask that you familiarise yourself with the following:

Pupils with a morning exam:

8:20am	If pre-arranged by a staff member – pupils should report directly to their booster session upon arrival
8:50am	Pupils finish booster and go straight to their exam venue
8:45am	If there is no booster, pupils should report directly to their exam venue
9:00am	AM exam start time (registers taken)
End of AM Exam	Pupils go straight to their Period 2 room / Break / Period 3 room - <i>depending on the end time of their exam</i>

If a pupil does not have a morning exam, but does have an afternoon exam, they should attend school in the usual manner and go directly to their Period 1 room so they can study/revise. They should then follow their timetable until 12.15pm. At 12.15pm pupils can then either enjoy their lunch on or off site. However, they must be at their venue for 12.45pm.

PTO

Pupils with an afternoon exam:

12:15-12:45pm	Lunch in the canteen/off site
12:45pm	Pupils arrive at their exam venue
1:00pm	PM exam start time (registers taken)
End of PM Exam	Pupils dismissed from venue and leave site

If a pupil does not have an afternoon exam, they must attend their usual timetabled classrooms (until the end of Period 4) to continue studying/revising. Pupils can then either enjoy their lunch on or off site. Pupils are permitted to study from home during Period 5 should they wish.

If a pupil does not have an exam at all during the day, they are expected to still attend school. Pupils should go directly to their Period 1 room. They are required to follow their usual timetable, using the silent study areas to support their revision. At 1:20pm pupils can then either enjoy their lunch on or off site. Pupils are permitted to study from home during Period 5 should they wish.

We would like to take this opportunity to wish you a happy holiday and a restful break.

Yours faithfully



**Sixth Form Manager
Mr C Firth**



**Senior Assistant Principal
Mr M Tee**