



Year 12 Part 1 IB Examinations ~ Study Leave (Tuesday 18th April to Friday 28th April 2017 inclusive)

March 2017

Dear Parent

Year 12 Part 1 IB examinations will take place from Tuesday 18th April to Friday 28th April inclusive. **Students will return to lessons on Tuesday 2nd May 2017.**

Students should already have received their examination timetable via Google. A copy is on the School Website. On days when students do not have examinations they are free to study and prepare at home; they are welcome to study in school, but only in designated Sixth Form Study areas. Below are a few points to draw to your attention regarding the administration of Examinations:

1. Students attend School in **school uniform** during this period;
2. Students should arrive at school at least 20 minutes before the start of all examinations;
3. Registers will be taken in the examination rooms;
4. Examination locations are detailed on the Exam timetable and will also be displayed in the Canteen;
5. In between examinations and after their last examination of the day, students are free to leave the school site and return home;
6. When in School, students should either be in an examination or revising in one of the Sixth Form Study areas; they may, of course, use the Canteen during normal Break and Lunch times;
7. If your child is unwell and unable to attend an examination, please telephone the Exams Office on 020 8298 2340, **Please do not telephone the Attendance Office.**

For IB students, entry into Year 13 is conditional on their gaining 24 points across their six Part 1 subject examinations, with no level below a 3; they must also complete the first draft of the Extended Essay, by Friday, 14th July, 2017. These examinations, together with the year's work, will help staff make informed decisions on the predicted grades that will be used in the UCAS process in Year 13. It is clearly important that students are fully prepared for these examinations and have dedicated time to a thorough revision programme.

Yours sincerely

S Auckland
Director of Studies, Year 12

K Brown
IB Coordinator