



# THE ECCLESBOURNE SCHOOL

*'Learning Together For The Future'*

Head Teacher  
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## Year 13 Examination Timetables and Revision Classes

Dear parents and carers

As we approach the summer term, I would like to take the opportunity to say a few words about the examination period, revision classes and leaving day arrangements and to applaud the way students continue to conduct themselves this year. Since joining the Sixth Form in September 2022, they have proved themselves to be a truly exceptional group of young people and have been outstanding role models to our younger students.

**Study leave for Year 13 will commence on Friday 10<sup>th</sup> May at lunchtime.** It is expected that all students will attend all their lessons until this time. Attendance to lessons in these final few weeks is vitally important in securing the best possible outcomes in the summer examinations. During the examination period, students must continue to wear full school uniform whenever they are on the school site. This includes when sitting examinations and for revision / tutoring sessions held during the run up to these. A full timetable of the examinations can be found [here](#). The Silent Study, library and Sixth Form Centre are available to Year 13 to study in school throughout the exam period and students are encouraged to come in and make use of them. During study leave, students will be registered when they sit examinations however, if they are present in school at any other time, they will need to sign in and out at Reception. There will be organised sessions with subject areas, and these will be advertised on SMHW. Students can arrange sessions with their teachers by email at usual lesson times.

### **Arrangements for Sixth Form Book/Laptop Return:**

- Students must bring in their books/resources/laptop and return them to the department that issued them on the day of their final A2 examination in each subject.
- Students must also ensure that their 'Exit Form' is signed by the relevant department as they return books and resources. The exit form should be collected from Sixth Form Office.
- The 'Exit Form' will also need to be signed by the library staff, ICT Services and Exams Office in time to return it to Sixth Form Office by 28<sup>th</sup> June or the date of their final examination, whichever is the latest. Only after this is done are students permitted in school out of uniform.
- Completion of this process is a requirement for the issue of examination certificates.

**A-Level examination results day** this year falls on Thursday 15<sup>th</sup> August. Most students will wish to collect their results in person and so envelopes containing examination results will be available from the Sixth Form Centre from 8.00am. Members of the Sixth Form Office team will be on hand to help with individual queries about university applications on the day.

Any student who wishes to have their examination results posted or emailed to them must inform the examinations office and provide the cost of postage. This can be handed in at reception at any time before the school closes for the summer. However, I strongly advise that students collect their results

in person. It is very difficult to act swiftly at a distance where students have not met their entrance requirements and where we need to work together to contact universities.

On behalf of the whole Sixth Form team and everyone here at school I wish students every success in their forthcoming examinations; they have been a delight to work with.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H Weller', written in a cursive style.

Hannah Weller  
Head of Sixth Form