

Tuesday 24<sup>th</sup> April 2024

Dear Parent/Carer

### **Year 13 - Routines and Schedules for Sitting Examinations**

The following information is to support students and families through what can be an anxious and challenging time. **Today all students received their personalised examination timetables, on their HWB email.**

The timetables provide dates and times of examinations. If you could find time to go through the timetable at home, this would be very much appreciated.

A timetable of all the exams can be found on our website.

### **Study Leave for Year 13**

Until the official school leaving date of Friday 24<sup>th</sup> May, Year 13 students should attend all timetabled lessons alongside any examinations that they might be sitting. If a student has an exam prior to this date, they can take a half day study leave on the day before the exam, which they will need to arrange with Mrs Guest in the Sixth Form Office.

### **BTEC / Vocational courses which have no exams**

Students will attend lessons after 24<sup>th</sup> May until they are 'signed off' by the course leader when work is completed for all modules.

### **Examinations**

Students must wear correct school uniform for all examinations. Students must assemble at 8.50am outside the examination room in preparation for a 9.00am start. For afternoon examinations, students should ensure that they have sufficient time to have lunch and prepare themselves thoroughly to be seated in the examination room by 12.50pm. If you have any questions regarding the timetable or routines for examinations, please contact the Exams Officer, Mrs Roach, at School.

### **Year 13 Leavers' arrangements and celebrations**

On Saturday 18<sup>th</sup> May, we hold our Leavers' Prom for Year 13 students. This event will be held at Chepstow Racecourse. Tickets have already been purchased through ParentPay. This is a wonderful opportunity for our leavers to reflect on their Sixth Form years with staff and friends and mark this 'rite of passage'.

MCS Leavers' Hoodies for Year 13 students have been advertised to order online, the deadline for final orders being last Friday.



If there is anything else we can do to help during this time then please contact us. I wish all students the very best in their forthcoming exams and look forward to congratulating them on their Results Day on Thursday 15<sup>th</sup> August.

Yours sincerely

**C Guest (Mrs)**

Director of Sixth Form Studies

**Monmouth Comprehensive School**

Telephone 01600 775184 (*Sixth Form Office*)

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