



**Teddington  
School**

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*Head of School: Kathy Pacey NPOH*

*Executive Headteacher John Wilkinson MA NPOH*

22 May 2018

Dear Families

### **Year 13 Exam Arrangements 24 May 2018**

I am writing to inform you of the arrangements regarding the Year 13 exam season, which starts from the afternoon of Thursday 24 May 2018 following the Year 13 Leavers Tea Party. Please find details below that outline our expectations and guidelines.

- Students must attend their lessons until they have sat the related exam. However, they are permitted to take a full days' study leave the day before their exam
- Once the exam has been taken, they no longer need to attend those lessons and can use this non-contact time for revision, which can take place off site.
- If an exam is set for the afternoon, students can choose not to attend in the morning. However, I would strongly advise students still to come into school as staff will be giving last minute exam tips.
- Please ensure that students refer to the Sixth Form dress code which is written in their diaries as well as the Sixth Form handbook. If the dress code is not adhered to, students may well find that they are not permitted entry into the exam hall.

Kind regards,

Ms N Meston

**Director of Sixth Form**



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## Year 13 Exam Season Acknowledgement Slip

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

I/we confirm that I/we have read and acknowledged the information provided with regards to Year 13 exam season.

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_