



**Teddington  
School**

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*Headteacher: Kathy Pacey NPQH*

2 April 2019

Dear Families

### **Year 13 Exam Arrangements**

I am writing to inform you of the arrangements regarding the Year 13 exam season, which starts from the afternoon of Wednesday 15 May 2019 following the Year 13 Leavers Tea Party (for Teddington Students). Please find details below that outline our expectations and guidelines.

- Students must attend their lessons until they have sat the related 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. Students must wear their ID cards at all times during exam season.

Please could you kindly sign the acknowledgement slip below and return to Ms Walsby in the Sixth Form office by Friday 10 May.

Yours faithfully

Ms Metcalfe  
**Head of Year 13**





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**Year 13 Exam Season Acknowledgement Slip**

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

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

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

**Please return to Ms Walsby in the Sixth Form Office by Friday 10 May 2019**