

25 March 2022

Dear Parents and Carers,

Year 11 End of Year Arrangements: Summer 2022

I am writing to update you on the forthcoming end of year arrangements for Year 11.

Study Leave

Study leave will commence from 11.40am on Friday 6 May 2022. On this day, to mark the end of the academic year, we will have a celebration on the field with rounders games, music and an opportunity for students to purchase an ice-cream. Staff will be in attendance to bid their farewells before students begin their study leave. Students may also want to get their shirts signed. Please note, however, that students will need to retain at least one clean shirt with no writing on for the examinations. To pave the way to these events, as well as Tutors organising form time breakfasts, a Year 11 final assembly will be held at both campuses on the following dates and times:

- Thursday 5 May 2022 – Year 11 final assembly at Sevenoaks in the Main Hall from 14:40pm. The school day will end as normal at 15:40.
- Friday 6 May 2022 – Year 11 final assembly at Tonbridge in the Main Hall at 9am (Tonbridge).

From Monday 8 May 2022, if students would prefer to remain at home to study, then they are free to do so. We nevertheless strongly encourage students to come into school during timetabled lessons should they need support or guidance from their teachers. Teachers will continue to attend their lessons with Year 11 until Friday 27 May. Please note that it is imperative that students sign in at reception when coming on site in order to comply with Fire Safety regulations.

Behaviour expectations

I would like to take this opportunity to commend Year 11 on their positive attitude as a year group and their preparation for the summer examinations. I must still emphasise how important it is that when Year 11 students are on site they follow exemplary behaviour and do not cause any disruption to the learning of other students or affect the smooth running of Public Examinations that have already commenced. Should any of the Year 11 students cause any form of disruption, our Positive Behaviour Policy would still apply. Please note that students are expected to wear the correct school uniform when on site.

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Examinations

I would like to draw your attention to some pertinent letters on our website in the News and Events; Letters and Information section, including the recent communication from Mr Fidock regarding Public Examination Arrangements Summer 2022 and the 'Information for Candidates' series including 'Non-Examination Assessments', 'Written Examinations' and 'Using Social Media' which have been published by the Joint Council for Qualifications.

As a reminder, we will be offering all students an exam breakfast, available in the canteen from 8am, on the morning of their examinations. This is free of charge, and we do hope your child will take us up on this opportunity. There will be no need for students to sign-in if coming on site specifically to sit an examination, as students will be registered in the exam. Please note that any students with access arrangements such as extra time and rest breaks, that take their total examination time over the end of the normal school day (15:40) do need to make alternative travel arrangements home.

Text Book Returns

Students are expected to return their textbooks to department offices on the day of their final examination in that subject. Heads of Department will collate a list of names for students to sign their books in.

We appreciate the vital support over the examination period that you will give both to the students and the school and I wish the students the best of luck in these final weeks.

Yours sincerely,



Miss E Hardman

Head of Year 11