



Thetford Grammar School

Independent School for pupils aged 3 - 18

Head: Mr Michael Brewer

23 April 2019

Dear Parent/Student,

Examinations and Study Leave

As the AS and A Level examinations for our Year 12s and 13s are fast approaching I would like to inform you of some key dates and expectations during that period.

Year 12s

A normal timetable will be operating throughout the exam period. However, for those students who are taking an AS exam, the school policy is that an individual may take a half day exeat on the morning or afternoon prior to the exam. For instance, if the exam is on a Tuesday afternoon, the student may take study leave on the Tuesday morning. If, however, an exam is scheduled for a Tuesday morning, then study leave may be taken on the previous Monday afternoon. Please could students taking AS exams complete an exeat form available in the Sixth Form Centre (or from tutors) for each proposed absence.

Year 13s

Normal classes will cease on Friday May 17th after which students will only be expected to attend school for their exams. If individuals would like to utilise the study area of Cloisters or attend arranged revision sessions with staff, please can they sign in and out of the school site as registers will not be taken after that date. Some students may have an exam scheduled prior to May 17th. If this applies, please can individuals ensure that they complete an exeat form for the morning/ afternoon prior to the exam (please see instructions for Year 12s above).

Guidelines for all examinations

- Regular Sixth Form uniform should be observed at all times.
- Students should sign in to Reception when attending an examination
- Students must arrive at the exam room at least 15 minutes before the start. Please be here by 9 am for morning examinations and 1:30 for afternoon examinations, unless otherwise informed for additional access arrangements.

I would like to thank all parents/carers for their continued support and sincerely hope that the effort and hard work our students are putting in is reflected in their results in August.

Yours sincerely,

Mrs Linda Pearson
Head of Sixth Form