



5 May 2023

Dear Parents and Carers

**Re: Final arrangements and study leave**

From Monday 15 May students will only be required to attend school for their final examinations. During this period lots of staff will continue to run extra lessons and revision sessions; please see the attached timetable which details the lessons on offer, the member of staff and the room. All students are able to attend all lessons even if they are not with their main teacher, unless specifically stated (e.g. Y side students only, Higher tier only etc). On the timetable there are two sessions: extra revision lessons and exam masterclasses. The exam masterclasses take place directly before an afternoon (and in some instances morning) exam. We have included the exam timetable within the plan but students must refer to their own personal exam timetable for exam timings and location.

Should students wish to revise at school the refectory will be available as their base throughout the exam period. Where we anticipate larger numbers in the revision room, we will endeavour to allocate a second room for students to revise in. Students should be in full uniform any time they are on school site and will only be able to gain access to school site from the north gate and at the end of each normal lesson time or before or after an exam. Please remember, students must arrive at least 15 minutes prior to the start time of their exam.

Friday 12 May will be the traditional leavers day for Year 11 students. They will not be in lessons but will have a special extended Honours assembly followed by our annual fair. Students must be in full uniform for the assembly and will be able to collect their hoodie afterwards as they enter the fair. Students are able to leave school site from 11.30am that day and we would like to remind all students that their conduct in the local community once they have left the school site should be exemplary; incidents of poor behaviour may result in the removal of study leave and place their attendance at prom in jeopardy.

On Wednesday 24 May students will have their second English Literature exam. We ask that students return their three texts, *The Merchant of Venice*, *Sign of Four* and *Inspector Calls*, just before they enter the exam hall on that day. Staff will be on hand to collect and record the returned books.

*Be The Best You Can Be*



**DISCOVERY**  
EDUCATIONAL TRUST

Chief Executive Officer: Mr R Duff  
St Martin's School is proud to be part of  
the Discovery Educational Trust



We would like to take this opportunity to thank you for your continued support over the past five years. We look forward to celebrating some outstanding exam success in August and the culmination of the five years the students have spent together at both Leavers Day and the Prom.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Smith', written in a cursive style.

Mr S Smith  
***Assistant Headteacher***

A handwritten signature in black ink, appearing to be 'A Bryant', written in a cursive style.

Miss A Bryant  
***Director of Key Stage 4***