



27 September 2018

Dear Parents and Carers

Re: Year 11 Pre Public Examinations

Please find attached the Year 11 PPE timetable. Individual timetables will be given to students during form time in December. This will indicate the room your child will be seated in and their specific seat number. Individual timetables need to be brought to every examination. They can also be viewed under the Assessments tab on Insight.

Year 11 students will be on study leave from 5 December 2018 until 19 December 2018 and will only be required to come into school when they have examinations. Study rooms will be available daily, and if your child stays in school when they do not have an examination, they must go to the designated study room and sign in for safety reasons.

Please can you remind your son or daughter that we adhere to strict examination conditions at all times. Students must arrive 20 minutes before the start time and line up on the tennis courts, they will then be led to the examination room and once seated, the examination will begin, this may result in the examination starting slightly early, or late. Students must not bring any electronic equipment into the examination room, all equipment should be in a clear see-through pencil case. A **BLACK** pen must be used for examinations.

If you require any further information, please see the examinations section of the school website or alternatively you can contact me on 01277 238350 or cadams@st-martins.essex.sch.uk.

Yours sincerely

Ms Carly Adams
Senior Examinations Officer