



17 October 2018

Dear Parent/Carer

**Re: Year 13 Pre Public Examinations**

Please find attached the Year 13 PPE timetable. Individual timetables can be viewed by logging onto Insight. A hard copy of the individual timetables will be issued to students in December which will indicate the room your son or daughter will be seated in and their specific seat number, these timetables should be brought to every examination.

Year 13 students will be on study leave from Thursday 3 January 2019 until Thursday 17 January 2019 and they will only be required to come into school when they have examinations. Study rooms will be available daily, and if your son or daughter 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 when seated, the examination will begin, this may result in the examination starting earlier or later than published. 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 on results or on any other aspects of the examination process, please see the examinations section of the school website, alternatively you can contact me on 01277 238 350 or [cadams@st-martins.essex.sch.uk](mailto:cadams@st-martins.essex.sch.uk).

Yours sincerely

Ms Carly Adams  
**Senior Examinations Officer**