

**Dear parent/carers,**

### **Year 13 last few weeks at Stoke Damerel Community College**

We are fast approaching the start of the Level 3 Exams for 2023 and we have been preparing the students through assemblies with some important information regarding the exam season. The more familiar they can be with the routines the more they become second nature and the more they can concentrate on their subject preparation instead of worrying about procedures. Your help reinforcing this at home would be very beneficial to them.

#### **How can you help?**

1. The exam season is a stressful time for pupils, and they are likely to be feeling under pressure. You can really support your child by ensuring that they [eat properly and at regular intervals](#), get some [early nights](#) and have a [quiet area at home to revise](#).
2. You can support revision by asking questions from their revision material, providing encouragement and, if you feel able, the odd incentive to maintain motivation.
3. Ensure they have a [revision schedule](#). Students have been taught how to prepare one. Ask them to share it with you. They should try and keep to it, but this is not always easy - work with them to adjust it as they go, ensure it's manageable - reduce it if they are working too hard, motivate them if they are not doing enough.

#### **Exam timetable**

All students have been given an exam timetable. If they lose it, they need to ask for a replacement.

#### **Exam warm ups**

Before every exam we will have an exam warm up where we will reassure the students and go over any last minute tips or key points to help focus them so they are as best prepared for the exams as possible. This runs from [8am - 8.30am](#). Students need to report to reception by 8am and they will be directed by members of staff where they need to go. There will be a [cut off at 8.05am](#) to minimise disruption. At 'exam warm-up' students have access to breakfast snacks and a drink (toast, bagels, hot chocolate).

ALL students will then have a final warm up and preparation checks from [8.30-8.40am](#).

Afternoon 'exam warm up' will take place during period 4. Students then go into early lunch on that day as exams start at 1.30pm. Students will be given information where they need to go on a daily basis by their tutors for these warm ups.

### **Exam expectations**

Students will be provided with all the equipment they need in the exam hall, although it is helpful to have a black pen for example. Nothing can be taken into the exam hall, which includes water bottles with labels, no mobile phones or smart watches. Please follow this presentation regarding the expectations and the exam routines [HERE](#).

Students are expected to adhere to the [full dress code policy](#) for all examinations - this includes lanyards and footwear. **We will turn away any student that does not follow these expectations, or they may be sent home to change, making them late or miss the exam.**

### **May half term revision programme**

The [compulsory May half term revision programme](#) will take place across 3 days from [Tuesday 30th May until 1st June](#). Please see below for the final programme. Students do not need to follow the Sixth Form dress code but they must attend these sessions with the correct attitude and 100% focus. Students must arrive via the main reception where they will be registered. Students will then be signed out at the end. A light packed lunch will be provided to all students. If your child is unable to attend due to illness for example, please email Mr Tinkler at [mtinkler@sdcc-smhc.net](mailto:mtinkler@sdcc-smhc.net) The programme can be found [here](#).

### **Leaving date and arrangements**

Pupils will officially leave school on the day they complete their final exam, and they must remain available up until and including this day.

### **End of year BBQ**

We are relying on all students to maintain their high standards of work ethic right up until the end of exams. We intend to celebrate the end of their time at SDCC with a BBQ in the Sixth Form garden on Wednesday 12th July at 12 noon.

### **Year 13 Results Day – Thursday 17 August 2023**

A-Level / BTEC results can be collected from the school sports hall on [Thursday 17 August 2023 between 10.00am and 11.30am](#). There will be staff present on the day to direct pupils to their collection point.

Pupils must collect their results in person. However, if they would like us to give their results to a parent or other family member, the pupil must give them a signed letter giving their permission.

The collecting adult will also need to present some form of identification such as a driving licence or passport which matches the name on the letter.

### **Next Steps Guidance**

The Sixth Form team will be available to assist with anything that arises on results day, be it a UCAS offer or what to do next, we will be there to help. We will also be available on Friday 18th between 10 and 12 for anyone who wishes to come in and discuss their future. Please do not hesitate to ask.

### **And finally,**

We would like to commend our Year 13 pupils on the fantastic contribution they have made to the Stoke Damerel Sixth Form. They have been a real credit to themselves and their families. We would also like to thank you as parents/carers for your constant support during the last 2 years. We hope they achieve all that they deserve in their exams so that they are able to take their next steps with confidence and optimism.

Yours sincerely

A handwritten signature in black ink that reads "A Frier". The letters are cursive and slightly slanted to the right.

Anita Frier  
Headteacher