

St. Martin-in-the-Fields High School for Girls and Sixth Form (co-ed)

11-19 Church of England Academy Founded 1699



Friday 12 May 2017

Dear Year 11 Parents/Carers and Year 11 Students

I am writing to provide you with details about the run up to the GCSE examinations this summer, as well as the exam period itself.

The normal timetable for Year 11 will continue until Friday 19 May and students are expected to attend until this time. From the week beginning Monday 22 May students will only need to come in for their exams or the bespoke revision sessions with their teachers. These are detailed on the examination and revision timetable that all students have. This has also been sent home via Parent mail and is published on our website.

We feel that focused exam preparation in school, supported by teachers will maximize exam performance for your daughter. There are some courses (BTEC and ECDL) that have ongoing coursework that is not yet complete. It is compulsory for students who have these lessons to attend.

When students are in school for an exam or revision session, we expect the highest standards of dress and behaviour. We expect all students to comply with our high expectations otherwise individual students may be sent home earlier than planned. We realise that this is a very stressful time for your daughter, be assured that we are here to support in any way we can.

There is a tradition in all schools where students have their blouses signed on the final day. We will allow students to do this on Friday 19 May and recommend they bring a clean blouse for this purpose. Students will not be allowed to attend revision sessions or an exam if they are wearing a signed blouse. Unfortunately, today some girls started to get their blouse signed and this was inappropriate at this time.

All Year 11 students are invited to the Founders' Day Service that will take place at 11.15am at Holy Trinity Church on Friday 26 May 2017. This is after their English examination. Many Year 11 students will be participating in this service which is a celebration of the history of the school.

A reminder that the deadline for the payment for the Prom ticket, graduation gown and Year book is 26 May 2017. As of yet, there are very few students who have paid. The Prom venue has given us a deadline for full payment. Should we not meet this deadline, unfortunately, it will not be possible for the Prom to take place and all money will be refunded to the few who have already paid.

May I take this opportunity to remind you that morning exams begin at 8.345am and afternoon exams at 1.30 pm. Students need to be in school at least 30 minutes before the start of an exam with all their equipment and in full school uniform. A half term revision programme will be sent out shortly.

On behalf of all the staff at St Martin's, I would like to wish your daughter every success in her forthcoming exams.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Beverley Stanislaus'.

Beverley Stanislaus
Headteacher

Headteacher Mrs Beverley Stanislaus B.Ed. NPQH
155 Tulse Hill London SW2 3UP T 020 8674 5594 F 020 8674 1379 www.stmartins.academy
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