



12th May 2023

Dear Parent/Carer

Year 13 – Exams, Leavers' Assembly, Prom and Results Day

I am writing to let you know about the arrangements for Year 13 in the lead up to their summer examinations. All students will have received their exam timetables and will know of the timings and locations. It is important that they are aware of the timings particularly whether an exam is in the morning or afternoon.

Exam Timings

Students should be at their exam venue for **08.45am** for morning exams and **12.45pm** for afternoon exams.

Year 13 Lessons/Leavers' Assembly

All students should be attending lessons until **Friday 26th May**. On this day we will have the Year 13 leavers' assembly at 11.00am in the Hall. Students will then be allowed to leave school for half-term. After half-term students will be expected to only **attend lessons for which they still have an exam**. Where they have sat all exams in a subject they will not need to attend school. Lessons for subjects will continue after half-term until the final exam in that subject has been sat.

Year 13 Prom - Tuesday 27th June

Further information will come out soon from Mrs Nash relating to the Year 13 prom.

Results day - Thursday 17th August

Students will be able to collect their results from school on **Thursday 17th August from 09.00am**. There will be a team of staff available to support students on the day with any queries regarding their results and University applications. If a student is not available to collect their results on the day, they should either contact the Data and Exams team with information about where they wish results to be emailed to, or nominate another person to collect their results. When collecting the results the nominated person is required to bring a signed note from the student and identification.

We wish all Year 13 students every success in their exams this summer and would like to take this opportunity to thank you for all the support you have offered them and Brookfield during their time with us.

Yours sincerely

Mr M Robinson
Deputy Headteacher