

6<sup>th</sup> April 2017

Dear Parent/Guardian,

**Re: The run up to the Exam Season**

As you are well aware, we are only weeks away from the start of our summer exams, although a number of exams are already underway.

To ensure that we are maintaining the balance of supporting your son/daughter's need to have some space to revise at home and meeting our legal obligation for students to remain in school right up until their last exam, I have included a timetable covering the next few weeks.

During the remainder of Term 4, students are expected to be in all of their lessons unless they have an exam during that time. If their exam falls during an afternoon session at 1:30pm they will be able to miss period 4 to allow for an early lunch. All students are also expected to attend tutor time for the remainder of Term 4.

Please do not make any special requests for your son/daughter to be able to study from home outside of the parameters addressed in this letter. Regardless of the distance that some of our students live, it is your legal responsibility to ensure that your child remains in full time education or associated provisions as laid on by the school until their last exam. Failure to comply could result in a referral to the Educational Welfare Officer.

During the week commencing May 29<sup>th</sup>, the school is closed for the holiday period. We strongly urge students to use this time for revision and would advise against students going abroad at this time.

In Term 5 students will **NOT** be expected in for registration however if they have a morning exam they should be in school from 8:30am. If they do not have a morning exam, all students are expected to be in school for **Period 3 (11:15-12:15pm) and Period 4 (12:15-1:15pm)** to attend their normal lesson during that time regardless of whether they have sat the exam in that subject. If this is the case, students will be expected to spend the time preparing for other exams. Students will be off site unless in one of these timetabled periods; an exam or during an intervention session as arranged by a member of staff. If a student has an afternoon exam they will not be expected to attend Period 4 and will use this for their lunch period but must still attend Period 3. Students will no longer need to attend daily once they have completed their last exam.

No year 11 student will be expected in for the whole day on **Thursday 15<sup>th</sup> June**. During week 3, most exams are finished so only those students taking GCSE Film and/or Dance will be required in for those exams and do not need to attend period 3 or 4 during that week..

Attendance to all exams and lessons as identified in this letter are compulsory. Students who fail to attend an exam will be invoiced for the cost of the exam entry and if they are returning to Post 16 at BRIT, they will be placed on a contract.

If you have any queries please do not hesitate to contact me via email [kmehta@brit.croydon.sch.uk](mailto:kmehta@brit.croydon.sch.uk).

Yours sincerely



**Kirsty Mehta**  
**Senior Assistant Principal**

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Principal: Stuart Worden  
**The BRIT School**  
60 The Crescent  
Croydon  
CR0 2HN

 020 8665 5242  
 [admin@brit.croydon.sch.uk](mailto:admin@brit.croydon.sch.uk)  
 [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)  
 [www.facebook.com/thebritschool](http://www.facebook.com/thebritschool)  
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