



# Waltham Toll Bar Academy

Ref: CBH/ELC

15 May 2023

Dear Parent/Carer,

As our Year 13 students enter in to the crucial exam period, we would like to thank you for your support and involvement over the past two years. Your continued support in encouraging your son/daughter to remain focused on their revision and preparation for each examination over the next 6 weeks is much appreciated. Please be aware of the important information below, which will help you to guide them through the rigours and demands of this time.

## Examination Arrangements

All students have been issued with examination timetables indicating when they need to be in College for examinations. **Morning examinations start at 9:00am, and afternoon examinations start at 1:00pm.** To ensure a calm and focused start to every examination, we ask that students report to Atlas Block to be registered and leave their bags 30 minutes prior to the published start time of each examination (8:30am for morning examinations, 12:30pm for afternoon examinations). For all morning examinations, students will be able to collect a complimentary bagel from the Sixth Form Cafeteria from 8:00am.

If a student is going to be late for any reason, they must telephone the Academy on 01472 500505 and ask for a message to be passed to the Sixth Form Team and the Academy Exams Officer, Miss Martin.

**Please note: Non-attendance at an examination for which a student has been entered, without provision of a medical certificate or evidence of similar extenuating circumstances, will have a significantly detrimental impact on overall progress, and may result in failure to pass the qualification.**

Students must bring all equipment that they will need for their examinations. This includes calculators, protractors, pencils and black ballpoint pens. Bottled water will be available for students in the exam hall. If students wish to bring their own water with them, they may do so as long as all labels have been removed prior to entering the examination hall.

Students will be expected to follow all exam procedures, set out by JCQ, a copy of which can be found here [Gen regs approved centres 22-23 FINAL-1.pdf \(jcq.org.uk\)](#). Mobile phones, other electronic devices and watches are not permitted in examination rooms, and all equipment should be carried in a CLEAR pencil case. Failure to adhere to these regulations could see disqualification from a subject or subjects.



Proud to be part of the

**Lincolnshire Gateway**  
Academies Trust

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Principal: Nigel Whittle



## Support for Students

We understand that some students may find this exam period particularly challenging. Our Sixth Form Team will be on hand to support our students throughout, and we ask that you contact Mrs Clorley and Mrs Gabbitas if you have any specific concerns in this area.

## Important Dates:

Students begin Study Leave on Monday 22nd May 2023. From this date, students can remain at home to revise when not attending examinations or directed revision sessions. Students are, of course, welcome to continue to use the library and study facilities within Sixth Form throughout their examination period.

We politely request that all Year 13 students return any equipment/resources following their final examination. This may include such items as textbooks, locker keys and lanyards.

## Sixth Form Leavers' Celebration and Awards Ceremony

On Friday 19<sup>th</sup> May, between 5:00pm-7:00pm, we will be gathering our Year 13 cohort together for a final time for their Leavers' Ceremony. This is a formal occasion, and an opportunity to reflect on the end of this phase of our students' education, as well as to recognise the commitment and dedication that they have shown within and beyond the classroom. We look forward to sharing images of the evening with you.

## Half-Term Revision Sessions

A number of revision sessions will be taking place during the half-term break, and we encourage students to sign up for these to supplement their independent revision. The full schedule of sessions will be shared with students and published on our website in due course.

## A Level Results' Day

The Year 13 A Level examination results will be available for collection from Sixth Form on Thursday 17 August 2023 between 08:00am and 12:00pm. All members of the Sixth Form Team will be available, both to celebrate student successes, and offer support and guidance as required, on this important day.

We wish all of our students every success in their examinations, and look forward to celebrating their successes with you in the summer. Please do not hesitate to contact us if you have any concerns or if you require any further information at this stage.

Yours faithfully



Mrs C Hook  
Vice Principal – Post-16