



Kidbrooke Park Road  
London SE3 9PX

t: 020 8856 0115  
f: 020 8331 3004  
www.thomastallischool.com

Headteacher: Steve Parsons  
e: headteacher@thomastallis.org.uk

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Dear Parents and Carers,

### ***Our thanks, some dates for your diary, and advice about this final stage***

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We are writing you for three reasons: to thank you for supporting your young person during their time at Thomas Tallis, to give you some key dates, and to clarify arrangements and our on-going support after the summer exam season is finished.

Thank you for all that you have done to help your child succeed. Please continue to support your child to reach their full potential, as will we. There is still time before the exams commence for students to make those vital final adjustments and tweaks to their readiness.

### ***Easter Break Revision: It is vital!***

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Using the Easter break for further revision, timed exam practice and getting on top of deadlines is an essential phase in the run-up to the start of exams next term and the completion of courses. The Easter break is not really a holiday for Year 13 students, but a thinking pause before the final weeks begin. We strongly recommend that each student in Year 13 spends a good portion of each day working through the topics in the revision timetable that we have supported them to make. 'Little, varied, and often' is the best approach to revision, and at this stage, most of the work undertaken should be exam-question focused. 'Output is better than input' is a useful slogan at this time of year.

The timetable for Easter revision sessions can be found on the [tallispost16.com](http://tallispost16.com) home page.

### ***Students return to school after the Easter break on Monday 13 April***

### ***Post-16 official leaving date is Friday 8 May; lessons continue after the official leaving date***

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The time in school between Monday 13 April and Friday 8 May is another vital period to get the expert advice and guidance needed to complete and sit the exams in each course. *Attendance matters!*

This year, the official leaving date is 8 May, but all classes will continue to run as normal until the final exam in a subject. Our Silent Study Area is open from 07:30 until 18:00 most days and a revision routine which alternates between study at home and study in school is generally very effective – the more varied the locations in which revision is undertaken, the better. Teachers will run focused revision sessions in all their lessons and the great majority of students find that this complements individual revision very well.

For BTEC students, lessons continue until all their teachers have signed them off as having completed the course and communicated this to you as their parent or carer. It is possible for focused students to finish before July, but some students may need to be in school well after the official leaving date to complete their submissions.

For A-Level students and re-take GCSE students, lessons in each subject continue up until the last exam in this subject. Teachers will focus on exam techniques and exam preparation in their classes, and such classes are a very useful adjunct to individual revision. Students must be in close communication with their subject teachers and getting the most from these lessons.

*inquisitive • collaborative • persistent • disciplined • imaginative*

## ***Leaving Assembly on 8 May for students in the Main Hall at 11:30***

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Leaving Assembly gives tutors a chance to celebrate each of their tutor groups and for the whole year group to come together. Normal lessons will commence between 09:00-11:00 prior to this vital and joyful leaving event. The assembly will commence at 11:30 sharp.

### ***Exams: your child must check that their exam timetable is correct***

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We wish all our students the very best of luck with their exams, but offer a reminder that luck is made by the revision processes described above.

All students were given their personalised exam schedules by their tutor during the 18 March tutorial so that they could check all entries are correct: this means the correct name appears on the schedule and they have been entered for the anticipated subjects. Students must immediately inform the exams office if an expected entry is missing. Please support the school in ensuring that this vital check is made. Students who were unwell or absent during this Tutorial have had their personalised exam timetable posted home.

Any student with an exam clash will be written to separately to explain what will happen on the day. If a student has two exams on the same day, the school will ensure that, in line with examination regulations, there is a reasonable break between exams.

Any separate rooming is displayed in post-16 communal areas. If your child has questions regarding these arrangements, please ask them to see Mr Ikpehai, our Post-16 SEND Intervention Officer.

### ***Exam start times***

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**All morning exams begin at 09:00 sharp. Students should be in school by 08:30, at the very latest, for a morning exam. All afternoon exams begin at 13:00 sharp. Students should be in school by 12:30 at the very latest for these.** The assembly point prior to exams is the post-16 canteen, and students should make their way there at least 15 minutes before the exam is due to start. Some subjects may speak with their classes directly before an exam - this will be arranged separately.

### ***Exam equipment***

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All students require the following equipment for exams:

- A clear/see-through pencil case (JCQ rules)
- Black Ink Pen or Biro (not a gel-based pen - these are not allowed under JCQ rules)
- Pencil
- Ruler
- Rubber
- Calculator (where they are doing exams that require a calculator)
- Any other equipment required by the subject they are taking an exam in

Water bottles must be clear/see-through with no wrapper on them (JCQ rules). Students may not wear any type of watch (JCQ rules); there are both digital and analogue clocks in all venues.

All electronic devices including phones, smart watches/analogue watches and headphones/earphones must be turned off and in a zipped bag at the back of the exam venue. Candidates whose phone goes off, or who are found with a phone, headphones or smartwatch on their person, will automatically be disqualified, without exception.

### ***Tallis Leaving Ceremony for students, parents and carers on Friday 3 July at 18:30***

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Weather permitting, we are hoping to hold the Tallis Leaving Ceremony outside on Friday 3 July. You are invited – please do attend. We will aim for a prompt start at 18:30. We look forward to seeing you and your child at this lovely event. Photos, fizz, fun, some awards, and lots of goodbyes and memories.

### ***Student Leaving Prom on Tuesday 30 June from 19:00 until 23:45***

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This event for students has been organised via Student Voice, and will be taking place at Lower Deck, University of Greenwich. Tickets are £25 and are on sale from 13 April until 1 May. For students that receive bursary, they can use this to pay for their ticket. They should put a request through the bursary system or via Mrs Wood in the Post-16 office. Please note: Tickets cannot be bought on the night of the event.

### ***Clearing advice on Results Day, Thursday 13 August from 08:30 onwards***

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Tallis will be open from 08:30, only for students who have entered Clearing or have been given a changed course offer. The UCAS hub is generally updated from 08:00 onwards on Results Day. Sometimes candidates receive emails before this, however, the application status will confirm whether an applicant has been placed at their Firm or Insurance choice, or if they have been turned down and been entered into Clearing. Students may also be offered a different course at one of their chosen universities. Please come to the Internet Cafe to be supported with this.

### ***Collection of results on Results Day, Thursday 13 August, Main Canteen from 09:00 onwards***

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We can only give results directly to a child. Results will be available in the Main Canteen from 09:00 on Results Day. If your child plans not to be in the country to collect results, they must email Ms Noakes, our Exams Officer ([exams@thomastallis.org.uk](mailto:exams@thomastallis.org.uk)), to arrange for results to be emailed to them.

### ***On-going progression support until the end of the academic year***

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'Replying to Offers' sessions continue Tuesdays after school in the Internet Cafe until Tuesday 5 May, to ensure all Year 13 students are supported with their progression planning. Students can also book 1:1 progression discussions with Dr Pinkerton and Ms Lumsden before and after this date. Please note: each UCAS applicant holding offers has an individual reply date: for most students this will be 6 May, for many it will be 3 June. We ask that all students speak with a member of the UCAS team about a well-informed Firm and Insurance offer before any replies are made. **Your child must reply to their offers by their personal deadline.**

### ***Student Finance Applications***

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We have already done preparatory work in our tutorial session in January, and continuing support is available Tuesdays after school. The suggested application deadline falls in May, and if met, funding should be in place before university courses begin in Autumn 2026.

### ***Bursaries***

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These will continue to be paid as usual up until the end of the academic year. The last day to make a bursary order via Ms Wood is Monday 20 April.

Please do remind your child that their tutor and the Year 13 Team are on hand to help with any concerns, questions they may have.

Many thanks for your continuing support. It is the best guarantee of your child's success!

Yours sincerely,

The Year 13 Team  
[post16admin@thomastallis.org.uk](mailto:post16admin@thomastallis.org.uk)