



Kidbrooke Park Road  
London SE3 9PX

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

Head: Carolyn Roberts  
e: headteacher@thomastallis.org.uk

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Dear Parent or Carer

### **Our thanks, some dates for your diary, how exams work and Easter revision!**

Sorry about the length of this letter, but there is much in it! I write 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 expectations and procedures for the exam season that is now beginning.

Thank you for all that you have done to help your child succeed – please continue to support and if necessary, nag your child to reach their full potential. I am sure I do not need to remind you how vital final preparations are to success, so please do not hesitate to contact us if you need any further support or advice. Your child now has their final examination schedule and all students have had a revision timetable checked by their tutor. Please have a look at it with them.

In the weeks after their return to school after Easter – the first day back is Tuesday 23 April – your child will have in-class assessments in each of their subjects. The dates for these have been given by individual subject teachers.

### **Official School Leaving Date for Year 13**

This is Friday 24 May, the last day of next half term. The Leaving Assembly for students will be just before lunch, with normal lessons in the morning. Photographs of Year 6 antics etc that you would like us to show during the Leaving Assembly? Please email them to flumsden@thomastallis.org.uk.

### **Lessons, however, continue after half term**

Exams in earnest begin on May 13. Many A2 exams then go up until mid/late June. In the main, staff will therefore continue teaching lessons as normal after half term and will expect students to attend. In addition, teaching staff will be available during all Year 13 lesson times so that queries about exam topics, revising etc, can be answered. Please encourage your child to stay in contact with their teachers and attend the lessons that are continuing. This will be clarified by each subject area prior to half term. Many students will have final exams prior to May half term. Each student has a personalised exam timetable – please check your child has made a clear note of all their exam dates. Practical exams begin earlier in April and students have been notified about these by their subject teachers.

### **Clearance Forms – must be completed**

We use these to confirm that a student has returned school books and any other equipment. Your child's tutor has the forms, as does the sixth form admin office. We cannot issue results on results day unless the Clearance Form has been returned, so please encourage your child to collect it and fill it in. These will be handed out at the leaving assembly on the 24 May.

### **BTEC Students – different arrangements are possible**

Your child will have the opportunity to attempt their re-submission to a distinction on any applicable units. Each BTEC assessment has its own internal assessment dates, but these may run up to the end of June and your child will be encouraged to take up this option. Some students have already obtained D\* and are able to leave when signed off by their teachers. They must confirm this with the relevant head of department and Ms Lumsden or Ms Astill.

### **Revising in School – required, for some**

Some students have shown they can revise well at home. In other cases the school may be concerned (or you may be) that this is less likely. We may write to you under separate cover requiring that your child revise in school. Our Silent Study Area is open from 7.30 a.m. until 18.00 most days.

### **Exam Timetables – your child should have theirs**

Personalised timetables have now been printed, and distributed by tutors. If your son or daughter is expecting to take some examinations but does not seem to have been entered for them, please raise the matter with your child's teachers as soon as possible so that we can resolve the problem. All students were asked to check this on Wednesday 13 February.

### **Exam start times and warm-ups**

All morning exams begin at 9 a.m. sharp but there will be exam warm-ups at 8.30 a.m. before each exam. Subject teachers will inform students about the warm-ups and there will also be an exam timetable in each tutor room. All students should be in school at the very latest at 8.40 a.m. for a morning exam. All

*inquisitive • collaborative • persistent • disciplined • imaginative*

afternoon exams begin at 13.00 sharp but there will be exam warm-ups prior. Subject teachers will inform students of the specific times and locations of these.

#### **Exam clashes – how we deal with these**

If your child has examinations that clash, we will have planned for this and you will receive a separate letter about what to do. If you have any concerns regarding this please e-mail Ms Noakes. Her email is [dnoakes@thomastallis.org.uk](mailto:dnoakes@thomastallis.org.uk)

#### **Exam equipment**

Please ensure your child has the correct equipment for each exam: clear pencil case, at least one BLACK pen (cannot be blue), pencil, sharpener, rubber, ruler, calculator if maths/science. Please note: no watches are allowed to be worn by students (a large clock is prominently displayed in each exam venue instead).

#### **Invitation: Tallis Awards and Leaving Ceremony – Friday 28 June**

This will take place on Friday 28 June, in the main auditorium at Tallis. You are invited. Please come! We will aim for a prompt start at 6.30 p.m. Arrive early to get a good seat! We look forward to seeing you and your child at this lovely event.

AS and A2 and BTEC Results day Thursday 15 August – available in The Main Canteen.

If your child is not in the country to collect their results they must go and see Ms Noakes in the Tallis Exams' Office to make arrangements. Someone can only collect results on a student's behalf if they have a signed note from the student.

The UCAS website goes live from 7 a.m. onwards. Some candidates received emails before this last year, however. The 'Track' feature will confirm whether an applicant has a confirmed place or whether they have been turned down and need to go through Clearing. If they do, UCAS will issue a Clearing Number. The UCAS site does not give out grades, yet Clearing is only possible if a student knows their grades: only Tallis can provide them.

Hence Tallis will be open from 9 a.m. for students who need to enter Clearing ONLY, as we would like to support students in starting the Clearing process early.

For students who have been successful in their offers, results will be available from 10 a.m. to 1 p.m. Ms Astill, Ms McGowan, Mr Bradshaw, and I will be on hand to celebrate or commiserate.

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

Yours sincerely,



Ms F Lumsden and Ms Astill  
Pastoral Leaders, Year 13