



11th April 2025

Dear Year 13

Subject: Important Information for Year 13 Students – Exam Season

We are now approaching the upcoming exam season and we would like to provide you with key information to support you during this important time.

Exam Booklet

You will be receiving an exam booklet that outlines all scheduled exams, including revision warm-up sessions. We kindly ask that you review this booklet carefully to ensure you are fully aware of your exam timetable. The booklet will include all A Level and BTEC exams, you may find it useful to cross off the ones that do not apply to you. Attendance to warm up sessions before exams is extremely beneficial as they are led by our subject specialist teachers.

It is essential that you arrive at school with plenty of time before each exam, as exam start times are set by the exam boards and cannot be adjusted. For all exams, you should wait in the Common Room, where a member of the Post 16 team will support you prior to the exam starting.

The exam period will run until **Friday 20th June**. We kindly remind you that holidays should not be booked until after this date. Additionally, a contingency day (Wednesday 25th June) has been scheduled by the exam boards to accommodate any potential national disruptions where exams may have to be moved. These are not alternative dates for students to sit missed exams, so attendance at all scheduled exams is crucial.

Exam Board Expectations

Below is a reminder of the expectations set out by exam boards which has been previously communicated on a number of occasions:

- Students must bring the following basic equipment to all exams: black pens, pencil, ruler (and a calculator for exams with mathematical skills).
- Pencil cases must be transparent.
- Drinks bottles must be transparent with NO labels.
- **No** talking or communication of any sort in the exam room/area (including in the exam corridor).
- **No** mobile phones, AirPods, Earphones/Earbuds, iPods or watches on your person.
- Should a student be too unwell to attend an exam the exam board requires a doctor's note covering that day and explaining the reason for the absence. The evidence will then be sent to the exam board for a decision on 'special consideration'.

Lesson Attendance Expectations during Exam season

During the exam period you are expected to attend all of your lessons until you have completed the final exam in that subject. You should attend a minimum of 2, 1 to 1 sessions with your tutor between 28th April and 20th June. You should pre book these sessions with your tutor.



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Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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As we approach exam time our study rooms will be used even more for revision etc. To ensure the right environment for you to revise we will be making more study rooms **SILENT**:

- Silent Study Area - **SILENT** studying for duration of exams - **Year 13 Only**
- Post 16 Study Area G43 - **SILENT** studying for duration of Year 12 mock.
- Common Room - Quiet Group Study
- Post 16 Dining Room - Quiet Group Study
- Library - **Silent Study**

The Brookvale Dining room can also be used for quiet study during most of the day period 1 to 4. Please be aware cleaning will take place following breaktime.

All of these rooms will be monitored and should students not be using the rooms appropriately they will be asked to leave. Please be respectful to your fellow students and adhere to the rules of the study rooms.

Dress code and Lanyards

Please ensure you are adhering to the dress code especially with the warmer weather approaching. Students who fail to adhere will be asked to go home and change. You need to be wearing your lanyard at all times whilst on campus and will need to be wearing your lanyard to enter the exam hall. If you forget your lanyard at any time please come and borrow one from the Post 16 Office for the day. The dress code is found [here](#).

Please make sure you continue to use the sign in app to sign in to the campus. This is a safeguarding measure as we need to know where you are on campus at all times and especially around mock exam time.

Breakfast

To support you during the exam period, **breakfast will be provided free of charge from Monday 12th May**. We encourage you to take advantage of this to ensure you start the day well-prepared.

Prom

Finally, we would like to remind you that the Year 13 Prom will take place on **Friday 20th June**. Tickets are on sale through Arbor and don't forget to make your food choices using the form [here](#)

We want to take this opportunity to wish you all the best in your upcoming exams. You have worked very hard during your Post 16 journey. We know you have gained all of the knowledge, skills and abilities to achieve great grades in your A levels. You have a bright future to look forward to and we are very proud of you all.

Good Luck

Kind regards,

V Varney

M Cheadle

Vicki Varney
Assistant Headteacher - Post 16

Michelle Cheadle
Head of Post 16

CC: Parents/Guardians



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10 TOP TIPS TO SUPPORT YOUR CHILD THROUGH THEIR EXAMS



Encourage Active Revision – suggest techniques such as flashcards, mind maps, past paper questions, and self-quizzing instead of passive reading



Promote Healthy Habits – ensure they get enough sleep, eat nutritious meals, and stay hydrated to boost concentration and memory.



Breaks Are Essential – encourage revising in 25 min chunks and having a 5-min break to maintain focus unless completing past papers, allow the allocated time for these.



Limit Stress & Anxiety – help them manage exam nerves by practising relaxation techniques like deep breathing or short walks.



Plan Post-Exam Treats – having something to look forward to after exams can keep spirits up and provide motivation to push through.

Create a Study Schedule – plan a realistic and balanced timetable, ensuring all subjects are covered and allowing for breaks and rest.



Set Up a Productive Environment – provide a quiet, well-lit space for study, free from distractions like social media and TV.



Use Past Papers – practising exam-style questions under timed conditions helps improve confidence and exam technique.



Be a Supportive Listener – check in with your child regularly, offer encouragement, and reassure them that their best effort is enough.



Reward Effort & Progress – acknowledge their hard work with small rewards or treats to keep motivation high.



Your encouragement and support will help your child approach their exams with confidence.

Stay positive, and remind them that they are capable of success!