



27<sup>th</sup> April 2026

ELO/tmi

Dear Parent/Carers and Students,

I am writing to remind you of the procedures as exams approach. Year 13 will be granted study leave from Monday 11<sup>th</sup> May however they are expected to attend their timetabled lessons until they have completed their final exam in that subject. If students have an external exam at the same time as the lesson, they must of course be in the examination. During study leave students are not expected to attend tutor time, supervised study or stay in school for their free periods. However, if students want to use the school to study, they are allowed to do so, and the usual spaces will be available to them.

Students should not be coming in and out of school and should arrive for 8.30am if they have a morning exam. If they have a lesson period 1 they should attend form time. If they have an afternoon exam, they should arrive by 1pm. If students are not attending form time to be registered, they should sign in at reception and then sign out as they leave. It is critical that we know where students are.

Students should arrive within plenty of time for the start of their exams to reduce stress. If students are late or unwell on the day of exams it is critical that the usual communication happens via our admissions officer. Attendance to timetabled lessons and intervention is critical during exams to support students in their revision. **Students must wear their lanyard to exams and should not wear a blazer.**

Should there be any reason why the school closes, examinations will always go ahead. If students have a PM exam, they have the option to revise in the library or sixth form areas beforehand. There will be no catering facilities onsite, therefore students are welcome to bring in a packed lunch or leave site to get food. They will only be allowed to leave site at 12:00pm and must return by 1:00pm.

I have attached the intervention sessions and exam warm ups that are being put on by staff so please do ensure your child attends these sessions.

Exams are a stressful time, and it is natural that students will feel anxious. Please keep using a positive mindset and do let me know if you are concerned about your child's wellbeing. We will always do all we can to support them. Please be aware there are lots of resources online to support students during exams and Mind and Young Minds have some excellent resources. [Info on exam stress - for 11-18 year olds](#) | [Mind - Mind](#)

We will be holding a Leavers Event on the 8<sup>th</sup> May to celebrate the year13s and their time here at St Bernards. Students will finish at 1.30pm on Friday 8<sup>th</sup> May. Information about results day will follow in due course, however, please do ensure that the date is in your diary, Thursday 13<sup>th</sup> August.

Thank you for your support at this important time and we wish all our students the best as the exams begin. You can do this.

Kind regards,

**Mrs Owen**  
**Assistant Head Teacher**