



SMJ/nmr

15 May 2024

Dear Parents/Carers,

As Year 13 students approach their last days at St Bernard's, I wanted to share with you the arrangements for exam preparation, examinations, leavers events, and the collection of their A Level results.

### Key dates for Year 13

- Year 13 Celebration Assembly Friday 14th of May 2024
- Year 11 and 13 Annual Ball Friday 5<sup>th</sup> July 2024
- Results day Thursday 15<sup>th</sup> August 2024

### Year 13 Celebrations Mass and Assembly

These events will take place on Friday the 24<sup>th</sup> of May and is the final day of this half term. Some Year 13 students have an examination in the morning, so the event will take place from lunchtime onwards. Students sitting an examination on this date will attend school from 8:30am as usual. Other Year 13 students should arrive at school no later than 8:45am and enter through the Milton Road gate. On this day students will be having a special celebration Mass, followed by shirt signing and a celebration assembly with their peers and teachers. We expect this event to finish at 3:10-3:15pm.

Students should attend in school uniform, but can bring a decorated shirt/blazer to change into after the Mass.

We would like to surprise students during the celebration assembly and need your help to do so: if you have a digital photograph of your child as either a baby, on their first day of school or on their birthday, along with a more recent photograph of them, we would like you to send it to [aj1@stbernard.southend.sch.uk](mailto:aj1@stbernard.southend.sch.uk) marked 'Leaver's Event' and including the name of your child. If you would like to contribute a photograph, please do so by Wednesday 22<sup>nd</sup> May 2024.

### Annual Gala Ball

For the second time, this year we will be holding an evening event for Year 11 and 13 students and their families. This event is scheduled to take place on July 5<sup>th</sup>, 2024. The invitation for this event was sent to students this week and the RSVP date is 7<sup>th</sup> June via [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk)

### Examination Contingency Arrangements

The date of the last examination will vary depending on their subjects. However, Wednesday the 26<sup>th</sup> of June 2024 has been designated as the exam contingency date. This means that any rescheduled examinations will take place on or before this date.

### Book Return

Students will be sent an email with a list of any outstanding books on their library account, and these will need to be returned before the end of term.

Textbooks may be needed for revision purposes, but we would ask that these are returned directly to the issuing subject teacher following the final examination for their subject.



## A level Results Day

A level results day is Thursday the 15th of August 2024, and students can collect their results from the school canteen from 8:00 AM. Students and their family can enter the school through the vehicle entrance on Canewdon Rd.

If students are not available on results day, a representative can collect results on their behalf. Students who are not available on results day will need to send an e-mail (from their school email account) to our Examinations Officer, Ms Brown [klb@stbernards.southend.sch.uk](mailto:klb@stbernards.southend.sch.uk) giving permission for a named representative to collect the results on their behalf. The representative must bring a form of ID which they will need to show on the day to collect the results. We regret that we cannot release results unless we have this confirmation. Any results not collected by the end of the day on the 15th will be posted out to the address that we have on file for the student at school. Can you please ensure that any changes to address or contact details are notified to the school office before the end of term.

The Sixth Form team, including Mrs Phillips, our careers advisor will be available to offer any advice students may need, and many teachers including senior members of staff will be in school to offer advice and congratulations.

## UCAS Deferred Entry

A number of students are choosing not to attend university this year and have either an offer of a deferred place or will be applying in September. If the latter applies to your child, please be aware that we will be required to provide a reference for your child after they submit their application. If your child intends to apply for 2025 entry, their application must be submitted to UCAS no later than 1<sup>st</sup> December, to allow us to create and add an appropriate reference to their application.

## Finally

On behalf of all the teachers and tutors of year 13, I wish your child the very best of luck in their examinations. There is a remarkable year group who have faced considerable challenges during their Secondary Education and overcome them to become the mature, kind and resilient young people we see today.

On a personal note, I thank you for the support over their time with us and wish your families every happiness in the future. As you are likely to be aware, I am stepping into a new role at St Bernard's in September, but it has been a privilege to work with this year group.

Yours faithfully,

Sarah Jackson

Assistant Headteacher and Head of Sixth Form