



April 2026

Dear Parent/Carer of a Year 13 Student

This letter contains lots of important reminders regarding study leave and the examination period for Year 13 students.

## **The Examination Period and Study Leave**

Can we please remind students and parents / carers that Public Examinations run from **Monday 11 May to Wednesday 24 June 2026**. Whilst the exam season begins on Monday 11 May, the vast majority of A Level exams take place after Thursday 14 May and **students are expected to attend every lesson up to Wednesday 13 May**, as well as the usual tutor times and assemblies; lessons will involve revision of specific aspects of the course as well as exam technique. If students have an exam in the afternoon, then they are permitted to revise at home and therefore not attend lessons that day. However, they should complete a planned absence form as usual.

Year 13 Leavers' Day will take place on Thursday 14 May 2026. Students are asked to be in school from 8.40 am to 10.45 am and the morning will consist of time with their tutor groups/in tutor bases as well as in the Year 13 Leavers' Assembly. The Fancy Dress theme this year is '*Decades*'.

Year 13 Full Study Leave begins on **Friday 15 May 2026**, which means that from this date, students only need to be in school when they have an exam.

All students should have access to their live exam timetable via the exams student portal (see email instructions), so that they know when and where their exams are. A reminder that guidance on revision and revision plans is available on the Sixth Form page of FROG.

## **Exam Day Procedures**

### **Refer to your exam timetable for exact start times**

- Students must arrive in school 20 minutes ahead of the start time, head to their exam room and wait outside until called in. Morning exams usually start at 9.00 am and afternoon exams usually start at 1.30 pm.

### **Studying in school**

- Year 13 students are welcome to study/revise in school during the exam season. However, if they do, they must sign in and out in the Sixth Form Foyer for safeguarding and health and safety purposes.

### **Equipment Rules and Reminders for students**

- Students must make sure they have the equipment they need for each specific exam. This must be in a clear bag/pencil case.
- Students cannot wear a watch (smart, digital or analogue) and their mobile phones must be switched off (not on silent). Calculator lids must be removed. These items must be left in their bag in the cloakroom if they do bring them to school. These are examination board rules, which must be followed.

- Students may take a water bottle with them into their exam – this must be in a clear bottle with no labels.

### **Sickness/Lateness**

- If a student is running late or is unwell and has an exam, you must notify the Exams Team IMMEDIATELY on 01275 465943 (or by email to [exams@backwellschool.net](mailto:exams@backwellschool.net) if they are unable to take your call).

Please take a few moments to have a look through the [Examination Information Booklet Summer Exam Series 2026](#), which contains lots of important information.

### **Next Steps and Clearance**

#### **Returning borrowed items and books and completing clearance forms**

- All Year 13 students must complete the online [Year 13 Leavers Clearance Form](#) by Thursday 25 June 2026.
- Students are responsible for returning any borrowed library books, textbooks and equipment to the school. If they do not do so, parents/carers will be charged.
- Students should please return their access card and lanyard to the Sixth Form office after their final exam, together with their parking permit if applicable. If they are attending the Leavers' Ball, then they will be able to collect their ticket once they have completed clearance and their access card and lanyard are returned.

#### **ParentPay**

- Parents/Carers are asked to check their ParentPay accounts. If there are any outstanding debts, they **must** now be cleared and paid.
- If you have a credit balance remaining on your ParentPay/dinner money account, the Finance Team will provide details on how to organise a refund or transfer in due course.

#### **School Email**

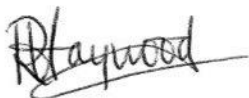
- Student emails, and access to the school network, will be turned off on 31 October 2026. After this date students will not be able to access their school emails, so they must please make sure they have downloaded/copied any information they may need from their school email/network by this date.

#### **A Level Results Day**

A Level results will be released on **Thursday 13 August 2026**. Year 13 students will be able to collect their results from the Sixth Form Centre at 8.00 am and the Sixth Form Team will be available in school for any students who need help or advice. Students will also be given access to their results electronically in the afternoon and further information regarding electronic access will be provided nearer the time.

I want to take this opportunity to wish Year 13 the very best of luck with their exams.

Kind regards



R Haywood  
Assistant Headteacher and Head of Sixth Form