



24th April 2023

Dear Parents and Carers,

I am writing to confirm arrangements for Year 13 students as they approach their final few weeks at The Piggott School.

The examination period

The formal examination series for summer 2023 begins in May and continues until the end of June. It is crucial that students follow all examination regulations. Students have been sent detailed guidance from Mrs Middleton (Examinations Officer). This information has been sent to them via their school email account and we ask that they read the guidance carefully. Guidelines are also available [here](#). A reminder that headwear of any kind (including hoodies) is not permitted.

Students must arrive on time for their examinations and check their timetables carefully for start times and locations. In the event of lateness or absence during the exam period parents should use the email address below to notify the school. Please do not use the normal attendance email address or phone the school if your son or daughter is absent or late to an exam.

The email address below will be picked up by the examination team: examabsenceks5@piggottschool.org

Contingency day Wednesday 28th June. All candidates must be available until this date in case of a national or local disruption to the examination series.

The Year 13 celebration evening- Thursday 11th May

Every year subject staff come together to celebrate the success of the year group. Prizes are awarded for subject and whole school contributions. This event will be pre-recorded by subject staff and the Sixth Form team, and the video will be available to watch from 4pm on Thursday 11th May on the school website. We hope that students will gather with their families to watch this special event.

I would like to emphasise that this celebration is aimed at the whole of Year 13 and should be seen as a community celebration recognising the achievements of all of our Year 13 students at the end of their Sixth Form journey.

The final morning- Friday 12th May

Year 13 will formally leave on Friday 12th May and are invited into school on this morning for their leaving assembly and to say their final goodbyes. We hope Year 13 enjoy this morning which is always a highlight for both students and staff. Expectations of conduct remain high and will be outlined explicitly to students prior to the day.

From Friday 12th May students are no longer required to register with their tutors and only need to attend taught lessons if requested to do so by their subject teachers. They are welcome to continue to use school facilities for appropriate study for the duration of their examination series.



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Before students leave there are a few housekeeping activities that must take place and we ask your help in reminding students of the following:

- Any outstanding money must be paid to the canteen. Students have been contacted individually if they owe money and they have been told the process by which payment can be made.
- Students must return their lanyards and ID cards as these are school property and can be cleaned and recycled.
- Lockers must be emptied. Following their final day lockers will be cleaned and the contents will be disposed.
- School resources such as textbooks must be returned. These can be handed back to departments or dropped into reception.

Year 13 Results Day 2023

This year results day will take place on Thursday 17th August and students will be asked to attend school to collect these results from 9-10am. Please note that we can only issue the results to the student. It is only possible for a third party to collect results if said party has a **hand-signed** letter of consent handed to Mrs Middleton our examinations officer **prior to results day**.

I would like to take this opportunity to congratulate Year 13 on the culmination of their time with us at The Piggott School and to wish them all the very best for the forthcoming examinations and future.

Best wishes,



Miss L Reynolds

Head of Year 12 and 13



Equalities

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