



EMMANUEL COLLEGE
Emmanuel Schools Foundation

28 April 2023

Dear [RecipientTitle] [RecipientSurname]

Our students' next assessment opportunity will be their annual examinations which begin on **22 May**. The assessments straddle the half term holiday, beginning on the final week of this half term and concluding at the end of the first week back.

The examination timetable can be found [here](#). Students' revision for this should be well underway. I would be grateful if you could discuss [StudentForename]'s revision plans. You can find our Effective Revision Strategies guide [here](#). Whilst students do need to have a break over half term, they need to strike a balance between work and leisure, cognisant of the fact that their assessments continue immediately upon their return. The ability to manage one's time is a skill, and this exam series affords students the opportunity to hone their skills in advance of next year's externally assessed exams.

We will use the results from the Year 12 annual examinations to issue UCAS predicted grades which students will use for their university or apprenticeship applications. It is therefore essential that students take these exams seriously and prepare conscientiously for them.

Many students have achieved, or only narrowly missed, their target grades in their previous assessments, which is fantastic; they should just keep going with their hard work.

For the students who are further away from their target grade, it is important for them to reflect on how they are structuring their time outside of lessons, and be mindful of the following:

- 1) Students should be completing at least 20 hours a week of work outside lesson time. That means students should be completing at least 12 hours at home over the course of a week. Has [StudentForename] been doing that? If not, they are liable to have some time to make up over half term; and
- 2) When they are revising, are they engaging in cognitively demanding activities such as free recall which leaves them tired, or ineffective strategies such as re-reading or copying up their notes? If it does not feel like hard work, it is likely to be ineffectual. To help students get started they should just aim for 10 minutes really focussed work. If they can do that, they can often keep going.

I would really appreciate it if you could discuss revision strategies with [StudentForename] and ask [him/her] whether [he/she] knows how to revise for each subject and what their revision plans are for each of their subjects.

Finally, may I draw your attention to the external exams highlighted on the timetable. These exams are externally assessed, and the results carry forward to students' final marks and grades next year.

Please do not hesitate to pick up the phone and arrange to speak with me or any other member of the sixth form leadership team if you require any further assistance.

Yours sincerely

Mr G Clarke

Head of Sixth Form