



St Margaret Ward Catholic Academy

Little Chell Lane, Tunstall, Stoke on Trent, ST6 6LZ

Principal: Mr. D. McKenna B.Soc.Sc MA. PGCE. NPQH

21F/YEAR 11 PREPARATION/JM/DM/LB

7th May 2026

Dear Parents / Carers

IMPORTANT UPDATE FOR ALL YEAR 11 STUDENTS AND PARENTS

As we approach the end of your child's time with us in the main school, we have reached the point in the academic year when I write to share information about how our Year 11 students will be preparing for their next steps beyond St Margaret Ward Catholic Academy.

Our Year 11s have already completed speaking exams in German and French and our Art & Design and Drama students have now also completed their final exam. Written exams BTECs have started and the first whole year written GCSE paper is English Literature (Paper 1) on Monday 11 May. All students have been issued with their individual timetables. Lessons continue as normal and students will be expected to attend all lessons, except when they have to sit an examination. We expect all students to be in full school uniform at all times.

ARRANGMENTS FOR TUESDAY 12 MAY AND WEDNESDAY 20 MAY

On Tuesday 12 May students have their GCSE Biology exam. The exam is due to start at 1:15pm and lasts for 1 hour 15 minutes, unless they sit separate science in which case the duration will be 1 hour 45 minutes. The scheduled finish time is 2:30pm (3:00pm for separate science students) and students will be dismissed from this exam to go home.

On Wednesday 20 May students have their GCSE Religious Studies exam. The exam is due to start at 1:15pm and lasts for 1 hour 30 minutes. The scheduled finish time is 2:45pm and students will be dismissed from this exam to go home.

If you would like your child to remain in school until 3:10pm please advise me on the following email address: jmoody@smwca.org.uk and we will make provision for them.

ARRANGEMENTS FOR THE FINAL DAY OF THE HALF-TERM

On **Friday 22 May** some Year 11 students have their GCSE PE or GCSE Italian exam, and all other students will be in normal lessons during period 1 and 2. During periods 3 and 4 we will be reflecting and celebrating our Year 11 students time with us with both a Mass and an assembly. After the assembly, they will have the opportunity to sign a spare shirt and/or leavers book. They will have lunch provided for them.

The school day for Year 11 students on Friday 22 May 2025 will end at 2:35pm and we would encourage all Year 11 students to have left the school site by 2:45pm. If you do not wish for your child to be dismissed from 2:35pm onwards on Friday 22 May 2025, please contact me and I will arrange for them to be supervised until the end of the school day.

Telephone: 01782 883000 | Pupil Absence Line: 01782 883003 | Email: office@smwca.org.uk | www.stmargaretward.co.uk

Part of St Gabriel the Archangel Catholic Multi-Academy Trust, a company limited by guarantee registered in England & Wales with company number 08146661. Registered office address: c/o Painsley Catholic College, Station Road, Cheadle, Staffordshire ST10 1LH





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For the shirt signing on Friday 22 May all students must wear their full academy uniform as normal and must bring in **their own spare shirt** in order to participate. Students should not ask anyone to sign any item of clothing that they are wearing. This event is always a real highlight of the day, and our students consistently show excellent behaviour. We fully expect the same this year. However, if any concerns do arise, we will contact you and ask that your child be collected so they do not prevent others from enjoying the celebration. Our aim is to ensure the day remains special and positive for everyone.

ARRANGEMENTS FROM 1 JUNE UNTIL THE END OF THE EXAMINATIONS

From Monday 1 June until Wednesday 15 June, students will only need to attend school for their examinations. Therefore, all teaching of Year 11 students will end on Friday 22 May. Students will still be able to contact their class teachers via Teams for any support or last-minute questions that they may have.

Every student has been given an individualised exam timetable and they must use this to help them plan when they attend school, considering travel time etc...

- a) They must be present **at least 30 minutes** before the start time of the exam.
- b) All students will gather in the Year 7 canopy area and the main dining room, where a member of staff will register them; greet and calmly move them into their examination room.
- c) All students must arrive in full school uniform and with all the correct equipment that they will need for that exam. At the end of the exam, all students will be expected to leave the school site.
- d) Where any student has an examination in the morning and afternoon sessions, a room will be provided and supervised by a member of staff for them to complete final preparations for their exam and also to allow them to have lunch on site if they choose to. Unless we are informed beforehand, students must leave and then return.
- e) If a student knows that they will be late, due to an unforeseen issue, such as a traffic incident or family issue, then they **MUST** phone the school on 01782 883000 and advise Mrs Skinner of this.

Please note that if exam boards have to move exams due to significant regional or national events then students are expected to be available up to and including **Wednesday 24 June**. Although once a student has completed their last exam then there is no longer a requirement to do so.

IF A STUDENT WISHES TO REVISE ON THE SCHOOL SITE:

Where any student wishes to attend school to revise for their exams, we have created a supervised silent revision space in post 16 study room. Should any student wish to do this, they **must** do the following:

1. Attend and leave at the normal times of the school day. Students will not be allowed to leave the site during the day.
2. Bring the revision that they are doing with them.
3. Follow the normal school rules in relation to all aspects of school life.

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Should any student wish to do this, you must, inform me by email by **Thursday 21 May** that they wish to do this with the days and dates that they wish to do. My email address is: jmoody@smwca.org.uk

This space is being created for students to concentrate in silence on their own. It is important to share that should any student abuse this space, then parents will be contacted, the student will be sent home and this offer will be withdrawn for them.

A REMINDER ABOUT THE COLLECTION OF GCSE AND BTEC RESULTS

All Year 11 students are invited to collect their GCSE and Level 2 BTEC results on **Thursday 20th August**. Students may arrive at school at 9:00am until 11:00am. Students will be able to collect their results in person from 9:00am on this day.

It is important to note that:

- Students will be collecting their results from the main hall.
- All students will need to sign to state that they have collected their results.
- Results cannot and will not be handed out to parents or siblings without prior arrangement and written confirmation from the student with Mrs Skinner, our exams officer. A form will be issued to students at a later date just in case this is an issue.
- This is also the day for all students to enrol at the SMW (Trinity) Sixth Form and it is essential that any student who intends to enrol must speak with a member of the enrolling team during the morning.

May I thank you, once again, for your continued support in ensuring that we can do the very best possible for your child. We wish all of our Year 11 students good fortune for their exams, and we will continue to hold each and every young person in our prayers.

If you have any questions about anything contained in this letter, please do not hesitate to contact Mrs van der Mijl kvandermijl@smwca.org.uk or myself on 01782 883000 or by email at: jmoody@smwca.org.uk

Yours faithfully

J Moody

Mrs J Moody
Pastoral Leader for Key Stage 4

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