



St Michael's Catholic College

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Principal: Ms Felicity Corcoran

Vice Principal: Mr Conor Mahon

Vice Principal: Ms Charlotte Sayed

Vice Principal: Ms Kathleen Faherty

26th November 2018

Dear Parent/Guardian,

Re: End of Term examinations for Year 7-10 and Year 12 Monday 10th December to Friday 14th December

From Monday 10th December until Friday 14th December all Year 7-10 and 12 students will be sitting their end of term examinations. All examinations will take place in the student's lessons unless they have been instructed otherwise.

Students will attend College as per the normal College day (*arrive by 8.35am for a prompt 8.40am start to the day*). They will then follow the normal College timetable which will involve an examination being taken in each subject during the week.

To ensure that your son/daughter is prepared thoroughly for this critical week colleagues have already begun an extensive preparation programme with many having set preparation homework and in class preparation activities. As the preparation intensifies, the following will take place:

- **Revision checklist (and resources) will be on Show my Homework by Friday 30th November**
- **Week commencing 4th December tutor time sessions will focus on revision strategies**

These examinations are a very important stage in your son/daughter's academic year here at St Michael's. It will give us a clear indication as to their progress thus far. I would encourage you to ensure he/she revises thoroughly before the examinations so he/she can achieve the best outcome possible. It is also imperative that he / she utilises our inset day (3rd December) to prepare for these.

All students are expected to come fully prepared to sit the examination, including bringing all writing and specialist equipment. Students must be in full College uniform or they will be refused entry. All examination regulations in relation to mobile phones, other electronic devices and conduct must be adhered to and students will be removed from examinations if they fail to follow these rules. Only water in clear bottles without labels may be brought to any examination and if bringing a pencil case, it must be clear.

To allow students the opportunity for full focus on this examination week, we will not be running clubs (except for homework club).

If you have any further questions or require clarification on any of the details in this letter please do not hesitate to contact me at the College.

Yours sincerely,

Ms K Faherty
Vice Principal

