

1 May 2026

Dear Parents and Students

A few notes for your attention.

### **Year 10 Parents' Evening and early closing 21 May 2026**

The last Parents' Evening of the academic year takes place on Thursday 21 May. The normal arrangements are detailed below. However, there will be Year 11 and 13 exams taking place on the afternoon of the 21st and students involved will need to arrange alternative transportation.

The Year 10 Parents' Evening will take place between 2pm and 6.30pm on Thursday 21 May. Bookings for this event will open on Thursday 7 May and the appointments will be via SchoolCloud. As a result, the school will close at 1.20pm on this day, with the normal early bus services running:

Go Coach

S7 (+ S8) – to Sundridge, Brasted and Westerham

S10/S12 – to Swanley, Crockenhill, Hextable and Wilmington etc

S32 – Chelsfield and Orpington

Coming onto site at approx. 13:35 will be our route 3 service which shall operate the S3 (displaying route 3 Locksbottom). NOT coming onto site but serving Bat & Ball shall be a route 6 which will serve Seal and Kemsing like an S6 would. Everything else shall serve the school grounds at normal time.

Red Route

408 will be 1.30      308 will run at normal times e.g. 3.45pm

### **Year 11 and 13 Exams**

We are now in exam season; attendance is vital in all exams as special dispensation for non-attendance is difficult to attain and rarely provides the same level of grade as prior student performance would indicate. If there are issues on the day of an exam, please ring Mrs Thornewell the exam manager on 01732 454608 ext. 3374 or email [jthornewell@knoleacademy.org](mailto:jthornewell@knoleacademy.org)

### **Year 13 Exams**

Please ensure you arrive in good time for all of your exams; go straight to the exam room for morning examinations. Remember some of you have exams on the Bank Holiday Monday. Report to The PLACE for this examination. At the end of the examination period there will be a Head of Sixth form Reception and Mr Turner will forward you the details of this event.

### **Year 11 Exams**

On exam days, Year 11 students with 9.00am exams should register first and then attend the exam venue; they do not need to stay in the registration period once they have been marked in. Wherever possible students should try to arrive

early, but if they are delayed due to failings in public transport there is no need to panic; the exam team will try to ensure minimal disruption to their exam.

In the afternoon, if the exam necessitates a 1pm start, students will be released early from period 4 to enable them to have lunch. This year, some students have three or four exams in one day, in these cases the schedule for the exams will be given to them by Mrs Thornewell. The uniform expectations remain the same for Year 11 throughout the exam season.

Until the May half term, students should be in attendance all day. If they have no exams, they will attend lessons as per their timetable and these lessons will be focused on the revision required for the upcoming exams. If students have exams, they should attend the exam and resume their lessons as per the timetable after the exam has finished. We will ensure that students have breaks before and after exams, before returning to lessons. Students are expected to be in school throughout the day and they should not deviate from their normal timetable unless it is for an examination.

After half term, when many of the examinations are complete, we shall place students on flexible timetables; students will then need to only attend school when they have an exam or there is a timetabled booster revision session. Mrs Corbett has already sent out a booster timetable, but after the half term we shall send out a signup sheet for these booster revision sessions, and I would encourage students to make use of these opportunities. After half term, if students wish to study on site, or wish to remain on site between exams, they are welcome to do so, but they need to attend one of the designated study rooms. These rooms will be emailed to students, and the study room timetable will be available to view outside the pastoral office.

If students are choosing not to attend the booster sessions after half term, they should remember that this flexibility is given as an opportunity for students to study at home. I encourage students to make the most of the opportunity to revise effectively for the remaining exams.

**After** the Physics exams on Monday 15 June, we will provide an opportunity for students to sign shirts, we encourage students to bring in a spare shirt for this purpose that can be signed when not being worn. After the signing we expect students to leave the site promptly. Students will not be permitted entry to the exam room if shirts are already signed as it is a breach of exam board rules, so alternative shirts are a good idea.

Outside the examination hall every day, is a large box and we would appreciate the donation of any revision guides that students no longer require. At the end of the exam season, we would really appreciate the donation of any serviceable uniform which we can put into the community store. Ties, blazers, skirts and trousers are all gratefully received.

The Headteacher's Reception takes place on Friday 19 June at 9.00am to 11.30am. Students should go straight to The PLACE reception on arrival; there is no need to register. This is always a lovely event; it is an opportunity to reflect on the past 5 years, take photographs and say goodbyes to students who may not be staying on to the Sixth Form. Students are asked to dress in their best clothes for this event.

We wish all students the very best of luck with exams and just a reminder that revision is the key to maximising performance, please use the time until the exams wisely.

Best wishes



David Collins