

# SOUTHEND HIGH SCHOOL FOR BOYS

## ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG  
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Robin M Bevan MA MEd PhD FRSA



8<sup>th</sup> December 2023

Dear Parents and Carers

The sixth form mocks take place in the first few weeks of the Spring term, as follows:

**Year 13: w/c Monday 8<sup>th</sup> January (week 17)**

**Year 12: w/c Monday 29<sup>th</sup> January (week 20)**

Exam timetables have been issued and students may wish to ask their teachers about the content of their mock exams.

Please be aware that we will be permitting students to take the week of their mock exams off for 'study leave' – they will not be expected to be in taught lessons, or on site for anything other than their exams. Also, please note that it is a requirement for us to record study leave as an authorised absence. Therefore, their attendance statistics on their reports will be affected but this is nothing to be alarmed about.

Should students want to use the school facilities during this time they are of course welcome to, but we would ask them to sign in and out at the sixth form office.

Their teachers will remain available and accessible during their timetabled lessons for them to attend for support. However, if they do want support in their timetabled lessons, we do ask them to arrange this with teachers in advance as the lesson time can be used more efficiently if they know which students will be attending.

We strongly advise all parents to familiarise themselves with their son's/daughter's exam timetable, in order to support them attending their exams. Please note that students must be present in the sixth form block at least 20 minutes before the exam start time. This is to allow enough time for candidates to be brought into the exam hall, exam instructions to be read out, and for any unexpected issues to be resolved.

We appreciate your support with ensuring full attendance and punctuality for these exams. However, if your child is unwell for an exam, please ensure this is reported to the school in the usual way by either telephoning the absence line or emailing [attendance@shsb.org.uk](mailto:attendance@shsb.org.uk) as soon as possible.



If your child is feeling particularly worried about these exams, please encourage them to come and talk to a member of the pastoral team. You may also wish to consult the advice for parents accessible through the links below.

<https://www.theparentsguideto.co.uk/post/revision-timetables>

<https://www.theparentsguideto.co.uk/post/helping-your-child-with-their-revision>

Best wishes,

A handwritten signature in black ink, appearing to read 'C Foley'.

Mr C Foley  
Head of Sixth Form

