

Hanging Hill Lane,
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Executive Headteacher:
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St Martin's
School
Be the best you can be

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29 November 2024

Dear Parents and Carers

Re: BTEC/Functional Skills January 2025 Examinations

Please find attached the January BTEC and Functional Skills external examinations timetable.

Your son or daughter's individual timetable is now available to view on Insight. Pupils should gain access to Insight using the same username and password that they use to login to the school computers. Pupils are asked to pay particular attention to the room given to them for each examination as some assessments take place in a computer room.

Please can you remind your son or daughter that we adhere to strict examination conditions. Pupils are not permitted any electronic equipment, mobile phones or wrist watches in the examination room. We therefore ask that phones and watches are left in their bags or handed in to an invigilator before entering the examination venue.

Sixth formers - please ensure that your son or daughter brings photo ID with them, preferably their school lanyard, as this will be proof of their identity.

If you require any further information please see the examinations section of the school website <https://www.st-martins.essex.sch.uk/curriculum/exams/> or please contact the Exams Office at exams@st-martins.essex.sch.uk.

Yours sincerely

Ms C Bates
Deputy Examinations Officer



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Chief Executive Officer: Mr R Duff
St Martin's School is proud to be part of the Discovery Educational Trust