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**Executive Headteacher:**  
Jamie Foster BSc Hons NPQH

**St Martin's**  
**School**  
Be the best you can be

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10 June 2024

Dear Parents and Carers

**Re: Year 11 Study Leave and Examinations**

During the study leave period we require all students to adhere to the following entrance and exit procedures to ensure we can maintain a register of who is on site for safeguarding and fire safety.

The gates will be opened for students at the following times:

Morning Examinations (9am): Gates open as normal and will close at 8:25 am  
Afternoon examinations (1pm): Gates will open at 12:45 pm

All students should leave immediately after their last exam and should not be moving around the school site. Those students that cannot get home and are waiting for contract buses or wish to study onsite, should report to and stay in the Refectory for supervised study. A register will be taken of these students.

I hope the start of the exam period has proceeded as smoothly as possible and I wish your child the best of luck for the remaining examinations.

If you have any further queries, please do not hesitate to contact me at the school at [jpeacock@st-martins.essex.sch.uk](mailto:jpeacock@st-martins.essex.sch.uk).

Yours sincerely

Mr J Peacock  
**Assistant Headteacher**



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EDUCATIONAL TRUST

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