



Dear Parent/Carer

I am writing to you regarding the GCSE examinations that your son/daughter will be sitting this summer. These examinations have already begun and will continue until Friday 22nd June 2018.

Lessons for each subject will continue to take place until the final examination paper for that course has been completed. Students must attend these lessons unless they have an examination in another subject. If all examinations for a subject are completed before May half - term students will be expected to continue to attend lessons and bring revision materials from other subjects to work on. After May half-term, if a student has finished all examinations in a subject, they will be allowed to sign out to study at home, or they may remain in school to study where a classroom will be made available.

In the build up to the examinations, the majority of subject areas will be delivering revision booster sessions. Details of booster sessions can be found on the school website.

Your son/daughter has been issued with their examination timetable, confirming the dates, times, seat numbers and venue of examinations for which they have been entered. Information about the expectations and responsibilities regarding the conduct of students during examinations has been given during an assembly and is contained in the booklet given to all students last term.

We feel it is important for the school to take this opportunity to inform you of some of the more significant ones, most of which are examination board regulations:

1. If your child is ill on the day of the examination and is unable to attend, please contact the school at the earliest opportunity. You will also need to take your child to their GP on the same day: this is an examination board requirement. Your GP will give you a letter saying your child was too ill to sit the examination, but only if they see the child on the day of the examination. The letter then needs bringing to school as soon as possible;
2. Students who arrive late to an examination may not be allowed to sit the examination. Students who arrive late and are allowed into the examination may not be entitled to any extra time;
3. Students are responsible for providing the correct equipment for each examination. Each subject has clearly instructed students on what they need to bring to the exam. The school may not necessarily be able to provide any equipment that a student forgets to bring;
4. Students must be silent at all times in the examination room and not communicate with other students in any way. The school is obliged to report any student who fails to adhere to this regulation to the examination board;
5. **Students are not allowed mobile phones in an examination room. Nor are they allowed any smart devices, such as Apple Watches. Any student in possession of a mobile phone or smart device in an examination room is liable to disqualification by the examination board (we stress that this is an examination board regulation);**

6. Students are responsible for their own travel arrangements to and from school for examinations. Most examinations finish in time for buses home but this is not always the case. Therefore some students will need to make alternative arrangements. Late buses are available at the usual times;

7. School uniform is expected to be worn for all examinations and lessons. Students who have purchased a 'Leavers Hoodie' will be allowed to wear it in place of the school blazer and red sweatshirt. A white shirt and school tie will need to be worn underneath. This is particularly important as students frequently need to remove their hoodie in the summer months. The hoodie is to be worn with school trousers or a skirt, leggings are unacceptable.

Once an examination is finished, students are expected to attend their usual timetabled lessons if they are still taking place.

Meals and snacks are available for Year 11 students for break and lunch as usual. Tea and toast will be provided for students free of charge before morning exams. All drinks taken into the examination room must be in a see through bottle with all labels removed. Where students have an examination which is scheduled to take place over the normal lunch time alternative arrangements for lunch will be made.

I do appreciate that this letter seems like a list of rules and restrictions. Our only aim is to support students in achieving their very best in the examinations. Occasionally we end up spending too much time dealing with a tiny minority of students who do not follow these regulations. We believe that by sharing these very clearly with parents and carers we can focus our attention on the vast majority who share our expectations during this period.

The next few weeks are critically important to your child's future success. Thank you for your support in working with us to help your child organise their revision and study regularly over the next few weeks, to help them achieve their potential in the external examinations.

Although it may seem in the distant future, the GCSE results day is on **Thursday 23rd August**. Please check the website for times.

We would like to take this opportunity to wish all students in Year 11 the very best of luck in their examinations and look forward to seeing them at the Leavers Assembly at 9.15am on June 29th.

Yours sincerely

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