

11 May 2022

Dear Parent/Carer

*Inspiring, enabling and celebrating each  
and every young person's personal best*

## **Y11 GCSE Examinations**

I am writing to inform you of important details concerning arrangements for the remaining few weeks.

The main programme of written GCSE examinations for our students starts on Monday 16 May and finishes on Friday 24 June 2022. It is essential that your child does not miss their examinations and has as much opportunity as possible to continue working in their lessons but also have opportunities to revise before examinations. With this in mind we, have created a separate timetable for Year 11 students.

From Friday 13 May to Friday 24 June students must attend school as normal and go to morning registration. Throughout the day if students are not in an exam, they must attend their normal timetabled lesson unless a specific revision session aimed at their next examination has been scheduled, please see the attached timetable.

Each day, there will be a 2-hour revision session, the day before your child's actual exam. The morning of the exam there will be a shorter 'warm up' session.

In addition to preparing for exams by completing revision, students need to make sure that they have all the necessary equipment for each examination. This includes the following: 2 black pens, pencil, ruler, calculator, coloured pencils (may not be essential) and a clear pencil case/bag to house the above equipment. Not having the correct equipment can disadvantage a student and lead to them missing one or two vital marks. If any support is needed with equipment, the front office should be notified as soon as possible.

### **Please remember:**

- Mobile phones, iPODs, MP3/4 players, any type of watches or any web enabled source of information should not be taken into the exam room.
- Only equipment for the exam is allowed
- All water bottles must be transparent and without any labels
- Students may only write in black ink and correcting fluid may not be used
- Students are responsible for providing any equipment necessary to undertake the exam
- Food is not allowed to be taken into the exam room

Any unauthorised material in the examination venue is a serious breach of the examination regulations and will be reported to the examination boards. This could lead to future disqualification.

Exams must not be missed for any reason other than genuine illness. It is the students' responsibility to check the date and time of their exams from their individual exam timetable which has already been shared.

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**In the case of illness:**

Please ring the school immediately on 01502 718850 and leave a message on the student absence line or ask to speak to myself. Please obtain a medical certificate and send this to the school as soon as possible. Exam boards may award a grade, even if part of an exam is missed, providing a medical certificate is supplied.

I wish your child all the best of luck in their upcoming examinations. Please do not hesitate to contact myself if you have any queries.

Yours sincerely



Mr B Willgress  
Assistant Head of School