



Ref: MS/ES

1 May 2018

Dear Parent/Carer

As you are well aware, your child's GCSE exams will be starting later this month. Our year 11 students have been working very well in preparing for their exams, responding well to the support and feedback from their teachers and we have high hopes for them in the forthcoming exam season.

Your child has been given their individual exam timetable, so by now I hope you have had sight of it. Once the exams start, on Monday 14 May, students will continue to come into school for the whole day, for their exams and a combination of revision lessons and supervised private study. When they do not have an exam they will attend their normal lessons, with the expectation of revising for that subject's exam or, if that exam has passed, of doing private study for any upcoming exams, supervised by their subject teachers.

This arrangement will continue until the bulk of the main exams are complete. After 12 June, students will only need to come into school for the exams they still have to sit. Of course, if they still wish to come into school to revise in class between exams, then they may do so. If they do, they should go to their timetabled lessons where they will be supervised by their teacher for that lesson.

When students have an exam in the morning they should come together in the canteen where breakfast will be available from 8.00am. They should arrive at the canteen by 8.45am at the latest, when the Head of Department for that exam will go through some last minute advice and reassurances. Students will then make their way from the canteen to their exam location for a 9.00am start. For afternoon exams, following their lunch, students should make their way to their exam locations so they are sat at their exam desk by 1.10pm.

I would like to emphasise the importance of punctuality for the exams, and ask that you let the school office know as soon as you can should there be any issue regarding your child's attendance or punctuality so that measures can be put in place. Mr Scott, Head of Year, and Mrs Lively, Exams Officer, will go through exam regulations and expectations with students, but it is worth mentioning now that mobile phones and smart watches are not allowed in the exam hall.

As I have said, our Year 11 students have had a very good attitude toward their exam preparation. They want to do well and with continued hard work in class and revision at home, we are confident that they will do very well. Your child's teachers will continue to support them right through the exams, and if you have any questions please do not hesitate to contact either myself or Mr Scott at school.

Thank you for your continued support.

Yours faithfully

Mr M Snape  
Headteacher