



May 2019

Dear Parents/Carers

Re: Year 11 GCSE Exam Arrangements

With the summer exam season now upon us, I wanted to write to you to give you further information about how the school will be continuing to support your child's preparations for the exams.

Changes to the school day

In order to facilitate a morning and an afternoon examination session we will be making some changes to the internal structure of the school day. From Monday 13 May 2019, period 1 will commence at 8.40am for all pupils, with form period running from 9.40am to 10.05am. In addition, Key Stage 3 and Key Stage 4 break and lunch times will swap over. Consequently, Key Stage 4 pupils will have break at 10.05am and lunch at 12.25pm and Key Stage 3 pupils will have break at 11.05am and lunch at 1.25pm.

Revision

For exams taking place in the morning, we would ask that Year 11 students are present in school from 8am, if possible, to allow for quiet revision in the courtyard before their exams. In most cases, subject staff will be available to help students revise, should they need it, and to offer last-minute hints and tips. For afternoon exams, members of staff will be on hand to give a short "warm up" session to students before they enter the exam hall. After-school revision sessions will continue as normal, however priority will be given to sessions where an exam takes place on the following day.

Students will be allowed to leave school immediately after each **afternoon** exam, which would mean an end time of between 2.30pm and 3pm in most cases. School buses will continue to run at normal times, so if students do wish to remain on site in order to catch their bus they are welcome to do so. Please be aware that there may be occasions where afternoon exams overrun and, whilst we do our utmost to minimise such instances, these may result in students being late for buses.

Following the half-term break, we will begin to phase in study leave after several whole-cohort exams. Students will be permitted to leave site after their exams as follows, however teaching staff will be available in their normal classrooms should students wish to remain on site for quiet revision:

<u>Date</u>	<u>Approximate finish time</u>	<u>Additional Information</u>
Monday 10 June 2019	All students are required in college for the entire school day	
Tuesday 11 June 2019	10.30am (following the maths exam)	Students sitting a history exam in the afternoon will have the opportunity to remain in college for a revision session in the courtyard with history staff
Wednesday 12 June 2019	10.15am (combined science) 10.45am (triple science)	Geography revision will run after school, as normal



Thursday 13 June 2019	Students only need to come to school if they have an exam. Any students sitting exams will be permitted to leave site as soon as they finish
Friday 14 June 2019	Students will sit their physics exam and then attend a short final assembly with students leaving site at approximately 12 noon

During this final week there will be opportunities for students to take part in targeted revision sessions instead of going home after exams. In these cases, your child will be invited to attend these sessions via a separate letter.

Punctuality, equipment and mobile phones

It is vital that all students arrive to school on time each day, as exams cannot be delayed and any exams that are missed without a valid medical reason will be charged for. Equally, students are expected to be punctual to afternoon exams.

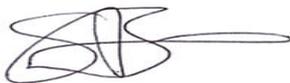
A full equipment list for the examination period can be found in the exam booklets that have been issued to all students. It is important that all equipment, including calculators and other specialist equipment, is checked each morning before setting off for school. If you have any concerns around the equipment requirements, please do not hesitate to contact the Exams Officer, Mrs Warner, who will advise you further.

Mobile phone and other electronic devices **must not** be taken into the exam hall under any circumstances and any breach of this rule can result in the loss of some or all GCSE grades. Any electronic equipment should be left in lockers, or kept at home, for the duration of the exam period.

Finally, I would like to thank you for your continued support for the students and for the school during this busy period. This is a time of great pressure for pupils and their families, but I have no doubt that with perseverance, every student is capable of achieving excellent results in the summer.

Please do not hesitate to contact the school if you have any questions about the exams process.

Yours sincerely



Sadie Batstone
Principal

