



November 2020

Dear Parents/Carers

## **Re: Mock exam arrangements**

With the mock exams 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 30 November 2020 to Friday 18 December 2020, year 11 will take their lunch break from 12:25pm-1:00pm. Morning break times will remain unchanged. Normal lunch times will resume at the beginning of the spring term on Tuesday, 5 January 2021.

### **Punctuality, equipment and mobile phones**

It is vital that all students arrive to school on time each day, as exams cannot be delayed, and it is equally important that students are punctual to afternoon exams.

It is important that all equipment, including calculators and other specialist equipment, is checked each morning before setting off for school. All students have been advised of the necessary equipment for exams, but if you have any concerns over the equipment requirements, please do not hesitate to contact the exams officer, Mrs Warner, who will advise you further.

Mobile phones and other electronic devices **should not** be taken into the exam hall under any circumstances. Any electronic equipment should be left in students' bags, or kept at home, for the duration of the exam period. Coats and bags will be stored in a separate room during each exam and this room will be locked.

### **Access arrangements**

All students who qualify for exam access arrangements will now have received confirmation of these arrangements from the SEND department. Please be advised that if your child is entitled to 25% extra time, they will be expected to remain in the exam hall for the full duration of this additional time. In some cases, this means that students may be released from afternoon exams after the normal end to the school day. If this presents problems for transport arrangements, please contact Mrs Warner, our exams officer, to discuss these arrangements.

### **End of the school day**

Where afternoon exams finish close to the end of the school day, students may be dismissed directly home from the exam hall. Where this occurs, students will be dismissed from school from 2:45pm onwards in keeping with our current staggered end to the school day.

I would like to take this opportunity to thank you for all of your ongoing support of the school and our work to ensure that all students are prepared for their summer exams. I appreciate that any mock exam period is a stressful time for families, but it is our hope that this will be a positive learning experience for all students.

Yours sincerely

Jon Barton  
Vice Principal

