

3 May 2022

Dear Parent/Carer

Re: Important Examination Information 2022

I would like to inform you about the forthcoming GCSE examinations that your child will be sitting in May and June 2022.

Examinations are taken under strict conditions and any infringements are treated very seriously and could lead to their examinations being cancelled. I have enclosed the official 'Information to Candidates' document and would appreciate it if you would stress the importance of these conditions with your child. Your child has already sat examinations under these conditions and will be aware of them. In addition, I have enclosed your child's Examination Timetable.

For morning examinations could your child please be in school no later than 8.30am for registration and final examination preparation. For afternoon examinations, students will be registered at 1.15pm ready for a 1.30pm start. It is essential that these times are adhered to. For a small number of afternoon examinations with a duration of 2 hours, please note that these will finish between 3.30pm and 3.45pm. Please arrange alternative transport/arrangements to collect your child from school if necessary.

It is important for your child to leave home for each examination in good time – especially if travelling by bus.

The Academy will endeavour to contact you if your child is not present for an exam. It is important that we have the correct contact number for you if this situation arises. If you have not provided your current contact details to us, please ensure we have these as soon as possible.

I know that, like myself and everyone at Appleton Academy, you want your child to do their very best in their GCSE's and I am also sure that with all our support they will fulfil their potential.

Yours faithfully

A handwritten signature in black ink, appearing to read "M Greenwood".

Mrs M Greenwood
Data Manager