

May 2024

Dear Parent/Carer

I am writing to provide you with an overview of arrangements for Year 11 students during the summer examination period.

Year 11 Period 6 Sessions

Period 6 sessions have been a great resource to Year 11 over the last few months, but as we approach the exam season it is important that we look at how we best support your child as they move into a very busy time of year. All Period 6 sessions will, therefore, cease at the end of this week. From next week, revision sessions will take place ahead of exams during the normal school day or, if students have a morning exam, there will be a morning revision session offered in school between 8.00am and 8.40am as final preparation (if staff feel this is beneficial). The table below outlines the morning revision sessions that will be available:

<u>Date</u>	<u>Period</u>	<u>Subject Title</u>
Tues 07.05.24	Reg	Health & Wellbeing Revision
Thurs 09.05.24	Reg	Religious Studies Revision & Sport Revision
Mon 13.05.24	Reg	English Lit Revision
Wed 15.05.24	Reg	History Revision
Thurs 16.05.24	Reg	Maths Revision
Mon 20.05.24	Reg	English Lit Revision
Thurs 23.05.24	Reg	English Revision
Mon 03.06.24	Reg	Maths Revision
Wed 05.06.24	Reg	Geography Revision
Thurs 06.06.24	Reg	English Revision
Mon 10.06.24	Reg	Maths Revision
Fri 14.06.24	Reg	Geography Revision
Thurs 20.06.24	Reg	Hospitality & Catering Revision

Providing revision support in this way, and ending the Period 6 sessions, will also mean that students are able to go home at the end of the school day, relax and recharge before commencing any evening revision.

Exam Information

We will be holding an assembly with Year 11 this week to inform them of the importance of following the regulations for conduct in exams, as set down by the JCQ regulatory body. We have provided information for you about this too, on our website, which can be found here: <https://tinyurl.com/348s2f7j>

For morning exams, students should be at school by 8.00am to attend any revision sessions. If they decide not to attend revision, students need to be on site for 8.40am at the latest and seated in the dining room for 8.45am in order to be registered for their exam. Students should not go to morning registration. Students arriving late for morning exams may not be allowed to enter the hall and sit the paper.

At the end of exams, students must remain in the examination room until they have been dismissed by the exam invigilators. After morning exams, students will return to lessons as normal once the exam has finished. For afternoon exams, where these finish before the end of the normal school day, we may allow students to leave site early when appropriate. This arrangement will be reviewed as we near the end of the exam period and students have completed exams in some subjects. We will provide an update to you after half term.

Exam Malpractice

Schools are given very specific guidance from the JCQ about what constitutes malpractice and it is important that your child complies with all instructions given by any staff involved in the administration of examinations, including the exam invigilators. We are required to report any instances of malpractice to the JCQ and students who do not comply with exam regulations can be prohibited from sitting any future exams. Please ensure that your child fully understands the regulations in place.

Uniform

It is important that students comply with the school uniform policy throughout the examination period, as they will still be part of the normal school population when they are not sitting exams. Students are expected to attend exams in full school uniform, including their blazer and tie. Students may be refused entry to an exam if they are not in full uniform.

Mobile Phones and Smart Watches

We would like to take this opportunity to remind students that mobile phones **MUST** be switched off and not simply placed on silent or do not disturb mode. Mobile phones must be handed in before students enter the exam hall and **MUST NOT** be kept on their person. Students must also remove all wristwatches, including smart devices. Failure to adhere to these requirements is considered malpractice and will be reported to the examination board.

It is also important that students leave their bags and any contents of their blazer (e.g. exam timetables) in the bag store so that they don't inadvertently bring any unauthorised materials into the exam room.

Toilets

Please encourage your child to use the toilet before their exam to avoid unnecessary toilet breaks when sitting their paper.

Supporting Your Child

We understand that that the examination period can be a difficult time for students and their families and we are here to support them and you. Please get in touch if you need anything from us in helping to ensure this time runs as smoothly and as stress free as possible for your child.



Please be aware that GCSEs cannot be rearranged, so if a student misses an exam, they will not be able to re-sit this and they will gain no credit for their exam. This may potentially lead to them failing the subject altogether.

Finally, we would like to thank parents and carers for their continued support and wish students the very best of luck during the exam period. Please do not hesitate to contact us if you have any questions or concerns.

Yours faithfully

A handwritten signature in black ink that reads "Rachel Garlick".

Rachel Garlick
Head of Secondary