

December 2024

Dear Parent/Carer

Please find attached your child's final GCSE timetable. This includes details of exams that are taking place in the first week back after the Christmas break in January 2025. Can we please encourage parents to check if your child is due to sit an exam in January and politely ask that you ensure that your child is undertaking some revision ahead of our return to school in the New Year if this is the case.

It is essential that your child attends school for all scheduled examinations, as these cannot be retaken. We would, therefore, please ask you to ensure that you consider examination dates when booking holidays in the summer for instance. The official leaving date for Year 11 is always the last Friday in June and so no holidays or other events should be booked before this date please.

Furthermore, please be aware that there are deadlines set by the exam board for their Non-Examination Assessments (NEA), also known as coursework, which contribute a percentage of a student's final grade in a number of subjects. Timely submission of this work is crucial to ensure your child achieves their best possible result. Most final submission dates for coursework are by the end of April, so that staff can mark these and submit them to the exam board during the first week of May. Therefore, it is imperative that students are in school to meet these deadlines. We will continue to update you well in advance of these deadlines should your child not be up to date with coursework.

We also wish to remind you that the National Contingency Day for examinations next year will be **25 June 2025**. This date has been set aside to accommodate any unexpected disruptions to the examination schedule (this takes account of possible national disruptions to examinations, not individual circumstances and reasons for missing examinations). Therefore, students will need to be available up to and including this date to sit examinations.

Should you have any questions or concerns regarding the timetable, NEA deadlines, or the examination process, please do not hesitate to contact Miss Derrington by emailing alex.derrington@appletonacademy.co.uk in the first instance.

Yours faithfully

Alex Derrington
Deputy Headteacher