

Tuesday, 08 May 2018

Dear Parent/Carer,

I am writing to inform you of the forthcoming examinations for your son/daughter. As I am sure you appreciate, the examinations are an important part of your child achievements concluding their Year 11 education in school, and the start of the next phase of their lives.

Examination Timetable

Attached to this letter is a copy of your child's examination timetable. On Examination Days, students are required to be in school for 8:30, for morning examinations, and 12:30 for afternoon examinations. Students will then be allowed to leave the school site, with parental consent, on completion of the examination/s. All students should be attending school as normal on days where no exams are taking place. This allows teachers to facilitate revision sessions, in order to help your child gain as much support, confidence and understanding in preparation for this important examinations period. Please be aware, that any examinations missed or not completed, may result in the examination fee being passed to you, the parent/carers.

Revision

Teachers are working with classes, highlighting what needs to be revised, and supporting them with the different methods to do this in the lead up to the exams and during the examination period. I would strongly encourage all students to make maximum use of this time by talking to their teachers about areas of work or revision that they need help with, or are still struggling to understand, and by attending school.

Equipment

All students will be provided with the suitable equipment for each of their examinations. It is the students' responsibility to hand in any mobile phone, MP3 players or smart watches prior to the examination/s. Furthermore, all these devices should be turned off by the student, prior to handing them in. All devices will all be stored in a marked envelope in a secure location, in-line with school procedures. Failure to comply with this rule by the JCQ, could result in the disqualification from this and further examinations.

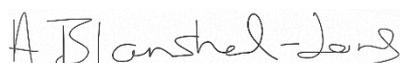
Study Leave

There is no study leave for students during these examinations. If students are not attending examinations, they are expected to attend all normal lessons to revise. Furthermore, no student will be allowed to finish school, until all outstanding portfolio based qualifications are completed and certificated by the awarding bodies. Students will be expected to complete this work in-between exams, on normal school days, but they may also be required to remain in school following a morning examination, or they could be expected to attend school prior to an afternoon examination to complete work. This may change on a student by student basis, depending on the circumstances.

Helping Your Child

As a parent/carers you can help your child by providing positive encouragement on the lead up to the examinations, whilst encouraging them to maintain a healthy balance of study, sleep and relaxation. Try to ensure that they eat prior to any examination, arrive on time, arrive un-stressed and in a calm frame of mind, where possible. If your child has any questions about their exams, please ask them to speak with their MAT worker.

Yours faithfully,



Mr A Blanshard-Jones
Deputy Head of School
Curriculum & Data