



Our ref: MAL/hsa

Date: Tuesday 26th March 2024

Dear Parent and Carers,

Re: Arrangements for Public Examinations 2024

I am writing with regards to the programme in place for the Year 13 in preparation for their forthcoming external examinations.

Please read the following letter carefully.

We have devised a bespoke programme which will allow students to have a 'warm up' session with their subject teacher prior to the external exam taking place.

Wednesday 8th May- Friday 24th May

Please see below the following which will be in place as of Wednesday 8th May 2024 up to Friday 24th May.

- Students attend all external exams
- Students will go to all timetabled lessons unless:
 - a) They have an external exam or
 - b) They have a pending exam and a 'warm up' session is on the timetable
- Period 2 timetabled lesson as normal for those students who do NOT have a pending exam
- Students attending a 'warm up' session will go to an allocated room at 11.10am
Here they will have a 'warm up' session with a subject specialist in preparation for the pending external exam at 1.30
- Students who have an external examination will be taken to early lunch at 12.30. (Please note that afternoon exams start at 1.30)
- Students who do not have an external exam in the afternoon will go to period 3 timetabled lesson as normal unless there is a planned 'warm up' session for a pending exam the next day
- All students go to period 3 as normal unless in an external exam
- In preparation for external examinations for the following morning, we will timetable for a 100 minute 'warm up' session during period 3 on the previous day, again with a subject specialist.

Staff INSET Day and School Closure During Exams

Monday 10th June is a staff INSET day. **External examinations will go ahead as normal.**

Students who have an afternoon exam on this day, have the option to leave site at the end of the morning exam and go home or stay on site in the 6th form supervised study room in St Helen's Centre or the school



Library to revise. If students decide to stay on site, they will only be allowed to leave site for lunch at 12.15 and are expected back for 1.15pm line up. They will not be allowed to leave at any other time of period 2. The canteen will provide a cold selection on the day or students have the option to bring a packed lunch. Should there be any reason why the school closes, examinations will always go ahead.

Study Leave and Warm-Up Sessions

Study leave will begin from Monday 3rd June, students will only need to come into school if they have a lesson for a pending external exam. This is compulsory – Year 13 students have to attend lessons for subjects pending exams. Once that subject exam has been completed, students are not required to attend that lesson.

- Should Year 13 have a free/study they can use this as study leave at home.

Information Shared with Students

Students have been informed the following in assembly:

- It is the responsibility of the student to ensure they are aware of the day and time of their examinations. They will have a schedule provided to them and all clashes have now been resolved. Should there be any issues at all, they have been told to see Ms Brown the examinations officer as soon as possible.
- Morning exams start at **9am** and afternoon exams start at **1.30pm**
- They must arrive for line up at **8.45am** and **1.15pm** respectively.
- Should your child be unwell or late on the day of an examination, please phone into main reception where we will advise you of any further action you need to take.
- Free breakfast will be served in the Dining hall prior to the following exams for students taking examinations on that day:

Thursday 9th May

Friday 10th May

Monday 13th May

Thursday 16th May

Friday 17th May

Monday 20th May

Wednesday 22nd May

Thursday 23rd May

Monday 3rd June

Thursday 6th June

Monday 10th June

Tuesday 11th June

- Students are aware of the attached two posters with regards to exam regulations
- Watches of any type are banned from the exam room. We will have 2 large digital clocks present



- Students need to ensure they have all the correct equipment and it is working. We will not be providing any equipment.
- Students are to follow instructions of the invigilators who have a duty to protect the integrity of the examination
- Any evidence of malpractice will be reported to the Joint Council of Qualifications and the exam board.

We can appreciate this season is one of stress and anxiety for both students and parents. Please support your child by ensuring they have had a good night's sleep and also breakfast in the morning.

We will provide details on results day arrangements nearer the time. If you have any questions at all please do not hesitate to contact me.

We pray that with God's blessing, the students' examination season goes well.

Kindest regards

Mrs M Allitt
Deputy Headteacher