



MAL/nmr
19 April 2024

Dear Parent and Carers,

I am writing with regard to the programme in place for Year 11 in preparation for their forthcoming external examinations.

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.

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 1.30pm
- 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.
- Monday 10th June is a staff INSET day. **External examinations go ahead as normal.** Should there be any reason why the school closes, examinations will always go ahead.
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 in period 2. The canteen will provide a cold selection on the day, or students have the option to bring a packed lunch.
- There will be two study leave days allocated which are
Tuesday 21st May and Friday 24th May
- Study leave will begin from Friday 24th May and so students will only be expected to return Monday 3rd June if they have an external exam.
- 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 8.45 and 1.15pm respectively.
- Should your child be unwell or late on the day of an examination, please phone the 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 core exams:
 - 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 through 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.

Yours faithfully,

Mrs M Allitt
Deputy Headteacher