



TLJ/asl

January 2020

Dear Parents/Carers

Year 11 mock examinations commence on 5th February through to 13th February. Outcomes from the mock exams will help staff to gain an accurate understanding of your child's current attainment and help with predicting outcomes which will be looked at by Further Education establishments. It will also help to identify where there are gaps in your child's knowledge and guide further intervention and teaching. Please be aware there is a full summary of the revision and intervention opportunities available to your child attached to this letter and this is also on the Exams & Revision section of the school website.

Please ensure your child has carefully studied the timetable they have been issued with. **There is no study leave** for students in the morning and when not scheduled for an examination Year 11 students will be expected to attend school for normal lessons. In the afternoon your child will be allowed to leave school at lunchtime if they do not have an afternoon examination. They will also be able to leave the school site when the examination has finished in an afternoon session. They should use this time to study for remaining examinations. Any student wishing to stay at school until 3.20pm should report to the School Pastoral Office where a suitable study venue will be found. Students should arrive at school in full school uniform and go straight to the exam venue for 8.50am. For the afternoon session they should arrive at the exam venue **by 1.10pm** for the examination to start at 1.20pm. It is essential that they have studied the seating plan prior to getting to the venue so they know where they are sitting and the exams can start promptly. These will be located outside the restaurant on the glass window and at the bottom of A block on the glass window by the Languages office.

Students are fully briefed at the start of every examination about procedures. Only clear pencil cases are allowed into the exam room, which should contain all the equipment necessary for that exam and all mobile phones need to be switched off. If they have any queries regarding this they should talk to their teacher and we recommend that mobile phones and other electronic devices are not brought into the exam room at all. They are encouraged to bring in a bottle of water with the label removed.

Please contact the school as early as possible if your child is unable to attend for any of their examinations. Students will be able to collect their mock exam results together with their Expected Final Outcomes and their 'Attitude to Learning' grade on Monday 9th March at 3:20pm in the Theatre.

Finally, a reminder that JCQ have implemented a 'Contingency Day' for the summer 2020 exams on 24th June. This means that all students must be available to sit any exam that has been rescheduled due to a sustained local or national disruption. Please add this date to your calendars to ensure students are available in the unlikely event that this should be needed.

Yours faithfully

Mrs T-L Jones
Deputy Headteacher

Mr S Mansell
Headteacher