



Tuesday 27th February 2024

Dear Parent/Carer,

We are pleased to be able to share with you the final details of the Year 11 GCSE exams that your child will be completing from Monday 22nd April 2024. The exam period will last for six weeks. All students must be available until 26th June.

See attached timetable: [GCSE Exam Timetable 2024](#) which can be found in the Parent Portal / Exam Information section of the website

These GCSE exams are their final examinations in completion of all their courses chosen at the school. We want to ensure that your child is fully prepared for the summer examinations and we hope that you will fully support us in delivering a successful examination period. The exams will ensure that your child fully understands the formal JCQ examination regulations, and how GCSE exams will run at the school.

Students have been given the Year 11 GCSE exam timetable in January. The seating plans will be provided at the start of each exam. Students will have an assembly to revisit the precise guidance of our expectations during examinations, as well as student conduct.

Students should come prepared with all the necessary equipment for their exams:

- Only clear plastic pencil cases are allowed.
- Clear plastic water bottles are allowed into the exam hall without labels.
- Mobile phones or other unauthorised electronic devices (including watches) are NOT allowed into the examination hall, and could lead to disqualification if caught using them.
- The seating plans will be displayed outside the annexe and displayed on the Year 11 Google classroom.
- **Please encourage your child to leave their mobile phones at home, if this is not possible, students must ensure their devices are switched off and placed in their bags.** We can take no responsibility for items being damaged or lost.
- Read the attached documents: also found in the Parent Portal / Exam Information section  
[Unauthorised items](#)  
[Warning to candidates](#)

All examinations will take place at the annexe, in formal examination conditions. Students should arrive at school as normal between 8.20 - 8.30am where they will be registered in forms and then immediately walk across to the annexe, where they will line up before the morning exams will start at 8.45am. The afternoon exams will begin at 1.55pm and students will need to line up by 1.45pm. Year 11 will be having early lunch at 1pm.

**Students must attend all of their examinations.**

## **ABSENCE FROM EXAMS**

Students must attend all examinations that are on their timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. Parents/Carers will be charged if a student fails to attend an exam that has been paid for by the School. If a student misses an exam through illness the parent/carer will not be charged but you must provide a valid doctor's note.

Due to the length of the exams, some of the exams in the afternoon will end beyond the normal school day. We expect exams to finish by 3.30pm, however students who have additional time, may leave later as they maximise the support offered by the school. If you have any concerns about your child leaving school late, please do contact your child's Head of Year, Ms Ali.

Year 11 students will have their normal break and lunch times during the exam period, and they will go in for early lunch every day of the exam period to ensure they finish eating before going across for afternoon exams at 1.45pm. Students are expected to remain in lessons in between exams, as revision will continue. The expectation is that students show maturity and make their way to lessons and exams calmly and sensibly between transitions. Students have been informed that their learning within subjects will continue when they are not in exams therefore they must come equipped with the correct books, in line with other schools. Students must attend all lessons until examinations are completed for their subjects; there is no study leave during the examination series.

To help year 11 students further with their GCSE exams, subject departments are offering extra sessions during lunchtime, Saturdays and after school. The subject teacher will send a letter home with the student. Your child should take full advantage of these opportunities.

Please do not hesitate to contact the school if you have any concerns about your child's progress report, or if you have any further questions, and the query will be passed to the relevant teacher or subject leader.

Thank you in advance for your support in ensuring that your child is well prepared, well rested and attends promptly each day of the exams. We wish your child every success in their exams.

Yours sincerely,

Ms. S. Maniar  
**Deputy Headteacher**