



Joseph Leckie Academy

Friday 3rd April

Dear Parents/Carers,

RE: Year 13 Examination Period May/June 2024

As you are aware, external examinations for A-Level and Level 3 vocational courses are now upon us and, during the period between Friday 3rd May and Friday 21st June, your child will now be undertaking their final examinations. We are looking forward to the students having this opportunity to show us all their hard work and effort from the last three years of their courses. We are confident that these could be a very positive set of examination results.

I have led an assembly with the Year 13 students on Tuesday to outline the expectations, rules and regulations that are set for these examinations, so that they are absolutely clear of these. They are well-versed and experienced in these regulations as they have observed them during their mock examinations previously and have shown us how mature they can be. The key regulations that they must abide by relate to ensuring that they do not have any mobile phones, watches, papers or equipment with them that is not allowed into the examination room. By ensuring that this is the case, students will ensure that they avoid malpractice and this will ensure that they are able to all take their examinations without distraction.

Your child will have received their examination timetable during the past few weeks and we have asked them to notify us if they notice that any examinations are missing or if they are entered for any by mistake. Thank you to those of you who have checked through these with your children to ensure they are correct. You will notice that there are two start times for examinations throughout the exam period- 9am and 1pm. Students need to ensure that they arrive to their examination at least 15 minutes prior to the start time. I have asked students, therefore, to register in form at 840 and then go straight to their examination location by 845am. Similarly, for afternoon exams, they must go straight from lunchtime to their examination room for 1245. It is integral that your child is on time and attends all examinations. If students do not arrive within the first quarter of the examination, they may not be able to sit the examination at all. If students miss the examination, parents will be invoiced for the cost of the examination. These are external examinations and there will be no opportunity to move or resit any examinations held. If students are ill, they should try and attend all examinations, but if the illness is so severe that they must miss the examination, a doctors note must be obtained from their attendance on the day of the exam. Without this, the exam board will award zero marks.

During the examination period, your child will undergo some changes to their timetable, which will allow them to revise for forthcoming examinations. Students will be notified on a weekly basis of any changes to the rooms that they are expected to be in, and the length of revision sessions. While formal Period 6 sessions will stop from today, there will be some subjects that will want to carry these on informally. Your child will be made aware of these sessions, also. Staff are working tirelessly to ensure that all students have access to a wide range of revision materials and, similarly, students can access all revision materials produced by departments on the Academy's Sharepoint site, accessible through their Academy Office 365 account. As I have said in assembly, a little revision, spaced out over

every day is far better than trying to cram a large amount in the evening before the examination.

We recognise that this is a challenging and stressful time for students (and parents and teachers, too!). We want to ensure that all students have access to regular breaks and that they are considering their own wellbeing as well as exam revision and preparation. Please discuss with your child any anxieties and worries that they have and reinforce that we have areas of support in the Academy such as Mrs Field, Mr Dowson, Mr Greaves and the wellbeing team and Sally Spencer, the Academy Counsellor. If students do need to discuss issues relating to examination stress and worry, we are there for them and they should seek support from their form tutor or any of the staff above. There is some very helpful advice from Mind on dealing with exam stress at home, which can be found on their website at www.mind.org.uk or by this link [Information for 11-18 year olds – Exam stress - Mind](#). Similarly, at www.youngminds.org.uk or by this link [Exam Stress | How To Deal with Exam Stress | YoungMinds](#).

Please let us know if there are any concerns you have regarding your child and the examination period. Similarly, if there is any information you require, regarding the examination period, feel free to contact either myself, Mrs Field or Mrs Losinski (the exams secretary) at the Academy.

Thank you for your support and we wish your child all the best during this examination period.

Kindest Regards,



Joe Greaves
Vice Principal



Learn together, lead together.



Joseph Leckie Academy

Walstead Road West, Walsall, WS5 4PG.

Tel: 01922 721 071

email: postbox@josephleckieacademy.co.uk

Principal: Mr James Ludlow