

19<sup>th</sup> May 2015

Dear Parents

**Re: Examination Preparation Time for Year 11**

On Monday afternoon we held an assembly for Year 11 reminding them of the following expectations and arrangements.

Normal lessons / revision sessions will continue to take place as per their timetable. This means that students must attend all those lessons in subjects until all of their examinations in that subject have taken place.

It is important that we ensure that all students use the time in those subjects where exams have taken place to focus on coursework and revision in other subjects prior to taking exams in those areas. Consequently, some students will have reduced personalised timetables which Mrs Devey has given to relevant students this morning. It is important for you to understand that as students complete exams their timetables will also change. Your child will be given an updated timetable as necessary.

Where students are on a reduced timetable they must attend all of the sessions / lessons or we will take them off the reduced timetable and they will be required to attend on a full time basis full time until June 26<sup>th</sup> 2015.

**Reduced timetables will take effect from Wednesday, May 20<sup>th</sup> 2015,**

Students must continue to wear uniform for lessons, if they do not, they will be sent home. However if they are only in school for an examination they may wear smart business dress – no jeans, shorts, short trousers or garments with offensive logos/writing. In addition girls should avoid wearing low / revealing tops. Hoodies are not permitted as these are classed as outdoor wear and must therefore be removed before entry into the examination room. Anyone who does not follow these conditions will not be permitted to enter the examination rooms.

**After half term Year 11 students may attend in smart business dress as described above.**

With regard to examination regulations, mobile phones must be handed in prior to entering the examination room. Failure to do so may result in the Examination Board failing the student in that examination or indeed in all examinations. It is no defence to forget to hand in a mobile phone – whether or not it is switched on / off is of no relevance as stated in the Examination Boards' Regulations.

**I would appreciate it if you would impress on your son / daughter how important this exam regulation is.**

As you know this is a very important time in terms of continuing the preparation for GCSE examinations. **I hope that you will encourage your son/daughter to continue to work hard and to achieve the highest grades that he/she is capable of achieving so that they may progress to the Sixth Form or a college place.**

Your son/daughter has already received a copy of his/her examination timetable. We will provide another copy if this has been lost and exam details are also available on our website. It is essential that students arrive at least 30 minutes before each examination. Many teachers organise last minute sessions before exams and where this is the case your child will have been informed of the arrangements by a member of staff.

If your son/daughter is ill during the examination period it is better that they attempt the exam, if at all possible. Please contact Mrs Bills, Examinations Officer at the Academy for advice on special arrangements.

This can be a very stressful time for both students and parents and you can support your son/daughter through this period by:

- making sure a set pattern of organised study is undertaken including attending the Academy when he/she does not have any examinations. Teachers will be available to help with last minute revision as per their normal or personalised reduced timetable;
- making sure a healthy diet is followed with plenty of water and reduced fizzy drinks;
- making sure your son/daughter gets eight hours sleep each night;
- staying positive and encouraging good study habits throughout the whole examination period.
- Testing them on their knowledge in their examination subjects (you can get your son / daughter to write the test questions beforehand if that helps with something you are not sure of, such as French or graphic products).

**My colleagues and I wish your son/daughter every success and look forward to receiving the results on Thursday, 20th August when we hope that he/she will be celebrating successful results.**

**Please do not hesitate to contact Mrs Devey, your child's tutor, Head of House, myself or one of the Leadership Team if we can be of further help.**

**I wish all of our students every success in their examinations and for their future.**

Yours sincerely

Keith Whittlestone  
Principal