

RC/EXAMS/PARPRACEX1

24th November 2011

Dear Parents,

**Year 11 Examinations
5th - 30th January 2012**

I write to inform you of arrangements relating to important GCSE modular and practice examinations that take place at the beginning of next term.

All Year 11 students will return to school for the first day of term on Wednesday 4th January 2012 and will have their normal schedule of timetabled lesson for the first day of term.

The examination period does not start until Thursday 5th January 2012. From Thursday 5th January, when not sitting an exam, students should remain at home carrying out revision for practice papers and *the important GCSE modular exams shown in bold italics on the timetable*. During the examination period all Year 11 students will attend school, in full uniform, to sit specific examinations. This pattern is to prepare students for the teaching and revision period in May when lessons will continue up to the summer half term to best prepare students for their final exams.

A copy of the Year 11 timetable is attached for your reference. When sitting a morning examination students should arrive at the normal time and register with their Form Tutor. For afternoon papers (Sessions 2 and 3) students should arrive at school in good time and be at the examination room no later than 10 minutes before the scheduled starting time. **Some afternoon papers start at different times, so please read the timetable carefully.** In cases where a student has completed their examinations for the day they are free to leave school but are expected to go straight home, making their own transport arrangements. Should a student have examinations both in the morning and afternoon on a particular day they will not be allowed to leave school at the end of their first paper. Arrangements will be made for students to be supervised in the dining room whilst they revise in school for the period between examinations although they will of course have an extended break.

Students who take GCSE PE should note that in addition to sitting a theory paper they must also undertake a practical examination during session 3 on Thursday 5th January starting at 2.00 pm. Again it is the responsibility of the student to ensure they are present at the correct time with the correct equipment needed for their PE practical.

I am sure that is little need for me to stress the importance of thorough preparation not only for these practice papers but also for the actual examinations in the summer term. I would also point out that the completion of all course work is an essential component of many GCSE courses. Students should take the opportunity of getting up to date on all course work and controlled assessment tasks if their examination revision finishes before the end of the second exam week

The normal timetable after the mocks for Year 11 resumes on **Monday 16th January** when all students should return to school. There are some modular exams for certain students to sit later in January **where students must check with their subject teachers if they are sitting that particular paper and carefully note the starting times.** For your information, profile reports relating to progress made to date and results of the examinations will be sent home from Friday 27th January 2012 in preparation for the Year 11 parents' Evening on Thursday 2nd February 2012.

If you are willing to allow your son/daughter to revise at home during the mock exam period, I would ask you to complete the pro forma, detach it and return it immediately to your child's Form Tutor. In cases where students do not return this pro forma by **Friday 9th December** it will be assumed that parents wish their child to remain at school and they will not be allowed to leave during the day. Arrangements will be made for such students to revise under supervision in the dining room when not sitting an examination.

Finally may I take this opportunity to wish you a peaceful Christmas and a Happy New Year, and thank you for your usual support in ensuring your son/daughter prepares thoroughly for these extremely important examinations.

Yours sincerely,

Mr R Cunningham
Assistant Headteacher

Name of Student _____ Tutor Group _____

I am willing to allow my child to study at home during the Year 11 practice examinations.

Signed _____ Person with parental responsibility