26/04/2022

Dear Parent/Carer,

As I am sure you will be aware, we are fast approaching exam season for our Year 11 students.

Please find attached your child’s exam timetable, please note that they are required to be available up to and including the Contingency Day, June 29th, in case of the Exam Boards rescheduling a paper.

Students **MUST** arrive promptly for all their exams: 9.00am for a 9.30am morning start (breakfast will be provided) and 12.45pm for a 1.00pm afternoon start.

We are required to administer all external exams under full examination conditions, full details of the relevant information for candidates, to explain the regulations and their responsibilities, are attached for you to go through with your child.

Please note that the dates and times of the exams are the same for all children in all schools across the country and we cannot change them, this also means that if your child arrives late they may forfeit the possibility of a grade in that paper.

If your child is due to attend an exam and truants, then you will be required to pay for the cost of that exam (£20 - £40). This is the cost to the school of exam entries per child.

If your child is ill on an exam day, you must contact the school and report the absence to our Exams Officer. The exam board will only take illness into consideration if you provide a signed and dated doctor’s certificate/medical appointment card for that occasion.

Leading up to exams we will be operating as normal a timetable as possible, any changes will be communicated to students.

All bar one of our Exams this Summer are in the morning; as with the Mock Exams pupils may leave the school site once their exams have finished on these days with the following conditions in place;

1. You, as their parent have signed and returned the slip below, before Friday 6th May.
2. You, as their parent, are able to accept responsibility for transport home - if your child leaves at the end of their exam, they will not be allowed to return for school transport at 2.15pm.

Please note that, should you not give permission, and your child leaves site - we will follow the usual rules. We will inform you (And other agencies if this is a requirement of their individual plans) and they will not be allowed to come back onto site.

If you have any questions about the Final Exam Series, please do not hesitate to contact your child’s Academic Mentor, Pastoral Leader or Ben Coombes, Deputy Headteacher.

Thank you for your support in encouraging your child and we look forward to yet another year of good results for our Year 11 students.

Kind regards,



Ben Coombes

Deputy Headteacher

Holly Jones

Exam Officer

I am the person with parental responsibility for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (child’s name)

I give permission for them to leave the school site after their examinations have finished.

I understand and agree that;

* I am responsible for their behaviour in a public place.
* They will not be allowed to return to school once they have left the site.
* No transport will be provided at the end of the school day and I will make alternative arrangements should this be necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Carer)