

May 2023

Dear Parent(s)/Carer(s),

The final examinations for Year 13 students begin on Wednesday 17th May. In advance of this, the information below outlines some of the key arrangements.

Students have been given a timetable for their examinations and should arrive no later than 8.30am for morning examinations so that they can enter the exam hall by 8.45am. Students will need to report to the sports hall by 12.45pm for afternoon examinations so that they can start by 1pm. Once an afternoon exam has finished, students will be expected to leave the school site. Any students who are waiting for school transport can study in the Sixth Form Centre until the end of the normal school day.

Students are expected to attend school as normal during examinations up until May half term, apart from in the following situation: students are not expected to attend a lesson occurring in the session prior to an exam. For example, if students have an afternoon exam, they are not required to attend in the morning. If students have a morning exam, they are not required to attend lessons during the previous day.

Staff will continue to support students through lessons, via show my homework and in after-school sessions before and during the examination period. If students are staying on site for a revision session, they should wait in the Sixth Form for this so as not to disturb lessons taking place around the school.

After May half-term, week beginning 6th June, students are only expected to continue to attend for lessons where they have not yet completed their final exam in that subject. Students will need to sign in at main reception when they arrive for lessons and out upon leaving for fire evacuation and safeguarding reasons. Please note that the 9th June is an INSET day. Exams on this day will take place as scheduled and students will be able to access the site through the pupil gates. Please note that there will be no school transport running on this day.

Students should report to their designated room in good time for their exams and should absolutely not be late. Late arrival could mean that your child is unable to sit their examination, which could result in them not being awarded a grade for that subject. Exam dates are set by the exam boards and are not flexible. Each student has been given a timetable, however, an electronic version can be downloaded from the school website.

Please note that the contingency dates for the 2023 examinations are Thursday 8th and Thursday 15th June in the afternoon only and Wednesday 28th June all day. The contingency days are for use in the event of national or significant local disruption to exams in the UK.

In advance of the examinations, it is vital that all students familiarise themselves with the information on the JCQ website regarding examination procedure and conduct. This can be found at the following link: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

The leavers' assembly will take place on Friday 26th May. It will begin at 10am in the Sixth Form Centre. We would love to see all of the students in attendance. A-Level results day this year is on Thursday 17th August and the school will be open at 9am. Students should go to the Library to collect their results and further details with all arrangements will be sent out towards the end of term. Please also continue to monitor the school website.

During the exam period we have external inspections to ensure everything is as it should be and this is why we need the following basic rules followed at all times:

- Arrive for the exam on time (as outlined above)
- No notes, phones, smartwatches, or other mobile devices are allowed in the Exam Hall – they **must be left outside** in bags or not brought in at all.
- No 'normal' watches are allowed either – there are clocks displayed in each exam room. We also have a new large, digital display in the main hall.
- Follow all invigilator instructions at all times.
- Water bottles must be clear, have all labelling removed and contain only water.
- No leaving the exam room without an invigilator, or permission.

We have high hopes for our current Year 13 cohort and are proud of the levels of application and determination that each and every one of them has shown in completing their studies. There is still lots of hard work and preparation to come, however, we wish all of them the very best in their final exams.

Your faithfully,



Mr J Cain
Deputy Headteacher