



Date: Monday 10th March 2025

Our ref: MAL/sjt

Dear Parent/Carer,

Re: Year 11 Programme

I am writing with regards to the programme in place for Year 11 in preparation for their forthcoming external examinations. We wanted to share with parents and students the plans in place for leading up to the exams, which we hope answers all your queries.

Date	Information
Monday 5 th May	Bank Holiday Monday
Tuesday 6 th May	All students in school for normal school lessons
Wednesday 7 th May	All students in school for normal school lessons
Thursday 8 th May	All students in school for normal school lessons and/or external exams
Friday 9 th May	All students in school for normal school lessons and/or external exams
Mon 12 th May	8am – 8.40am Free breakfast available External Exams / Study Leave Students with a PM exam have the option to stay onsite in the library.
Tuesday 13 th May	8am – 8.40am Free breakfast available External Exams / Study Leave All students must attend compulsory warm up for science at 11.10am (Period 2)
Wednesday 14 th May	External Exams / Study Leave
Thursday 15 th May	8am – 8.40am Free breakfast available External Exams / Study Leave 11.10am (Period 2) - warm up for Psychology (optional)
Friday 16 th May	External Exams / Study Leave 11.10am (Period 2) – Y Band Science Revision Lesson (optional) 1.40pm (Period 3) – X Band Science Revision Lesson (optional)
Mon 19 th May	8am – 8.40am Free breakfast available External Exams / Study Leave 11.10am (Period 2) – warm up for PE (optional)
Tuesday 20 th May	8am – 8.40am Free breakfast available 11.10am (Period 2) – timetabled compulsory RE and Classics lessons 1.40pm (Period 3) – External Exams / Study Leave <i>Should your child be a student who has a clash of exams on this day then you will receive a separate letter</i>
Wednesday 21 st May	8am – 8.40am Free breakfast available External Exams / Study Leave
Thursday 22 nd May	8am – 8.40am Free breakfast available External Exams / Study Leave
Friday 23 rd May	8am – 8.40am Free breakfast available External Exams / Study Leave

The following will be in place



- **All students must attend all public examinations**
- Study leave will begin on Monday 12th May 2025
- Some timetabled sessions are listed as compulsory or optional to support students
- For optional timetabled session, students must enter the building 10 minutes before the start of the session. After the lesson has started, students will be refused entry.
- Morning exams start at 9am and students are expected on site and ready to enter the hall by **8.45am**
- For afternoon exams, students must be on site by 1pm and ready to enter the hall by **1.15pm**
- Students arriving for an afternoon exam will not be allowed on site before 1pm.
- If students decide to stay onsite to revise for a PM exam, then they will not be allowed to leave site and will be expected to remain onsite. This is to prevent students arriving and leaving during various points of the day.
- Monday 2nd June is a staff INSET day. **External examinations go ahead as normal.** Should there be any reason why the school closes, examinations will always go ahead. If students have a PM exam, they have the option to revise in the library beforehand. There will be no catering facilities onsite, therefore students are welcome to bring in a packed lunch or leave site to get food. They will only be allowed to leave site at 12pm and must return by 1pm.

Students have been informed of the following in assembly:

- It is the responsibility of the students to ensure they are aware of the day and time of their examinations. They will have a schedule provided for them. Should there be any issues at all, they have been told to see Ms Brown, the Examinations Officer as soon as possible.
- Morning exams start at 9am and afternoon exams start at 1.30pm
- They must arrive and line up at **8.45am and 1.15pm respectively.**
- Should your child be unwell or late on the day of an examination, please phone the main reception and select option 1, where we will advise you of any further action you need to take.
- Free breakfast will be served in the Dining hall prior to the core exams on the days indicated in the above table.
- Students are aware of the attached two posters with regards to exam regulations
- Watches of **any** type are banned from the exam room. We will have 2 large digital clocks in the hall for students to see.
- Students need to ensure they have all the correct equipment, and it is working. We will not be providing any equipment.
- Students must ensure they are in full school uniform or may be refused entry. Students should not arrive in PE kits. This will ensure that we can verify that nothing is in pockets etc which may be deemed as reportable malpractice
- Students are to follow all the instructions of the invigilators who have a duty to protect the integrity of the examination.
- Any evidence of malpractice will be reported to the Joint Council of Qualifications and the exam board which could result in disqualification from all exams by that exam board.

We appreciate that this season is one of stress and anxiety for both students and parents. Please support your child through ensuring they have had a good night's sleep and breakfast in the morning. Communication in a professional manner is key. We will provide details on results day arrangements nearer the time.

If you have any questions at all, please do not hesitate to contact me. We pray that with God's blessing, the students' examination season goes well.

Yours sincerely,

Mrs M Allitt
Deputy Headteacher