

Dear Parent/Carer

We are fast approaching the start of the GCSE examinations for 2023 and in a short time your child will be leaving Year 11 and taking their next steps into further education or training .

The examination season is a stressful time for students, and they are likely to be feeling under pressure. You can really support your child by ensuring that they eat properly and at regular intervals, get some early nights and have a quiet area at home to revise. If required, exam equipment packs, including water bottles that can be used in the examination room, are available from the Year Team office. Revision sessions will continue, with the school library being available for silent study every Tuesday and Thursday. The final tutoring session will take place on Thursday 18th May.

Examination Period Arrangements

- The GCSE examinations start on Monday 15th May. From then we will be making changes to the Year 11 timetable in order that students have access to purposeful revision sessions and enter the exam room feeling as calm and prepared as possible. Students will be given a copy of the timetable each Friday, and Form Tutors will remind them daily about this. During the exam period there are opportunities for supervised study sessions, so students should ensure they have revision material on them at all times.
- Students should now have copies of their examination timetable with their seat numbers for each examination.
- Students will be expected to remain in school full time until the date of their final examination. For the June 2023 exams, the awarding bodies have introduced two additional half-day contingency sessions. These are on **Thursday 8 June 2023** and **Thursday 15 June 2023**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 28 June 2023**. This is standard practice in every examination season and will only come into force in the event of national or significant local disruption to exams in the United Kingdom.
- The main hall will be open from 7.30am on the morning of examinations for silent study. Some subject teachers may be available during that time. Breakfast bars will be provided.
- For morning examinations, students will attend a Pre-Exam Briefing at 8.30am in the Gym. This will be held by the subject staff of the exam that morning and will cover the practicalities (timings, key things to remember etc.) for that paper. Students will then proceed to line up outside the Sports Hall ready to be called into the exam room for a 9am start. For afternoon examinations, lunch will be at the normal time and any briefing will be held at 1pm ready for a 1.30pm start.
- Students must wear the correct school uniform to all examinations
- If a student is unavoidably delayed coming into school, please let the Year Team know as soon as possible so we are aware and can offer advice and support. Similarly, if your child is too ill to attend the examination, you should contact the Year Team to inform them of the situation. A doctor's note will be necessary to forward to the examination board. It will be at the discretion of the awarding body and not the school as to whether the illness will be taken into consideration.

Parents and students are advised to read the JCQ 2023 information for students carefully. This is available in the Year 11 area of the school website. A few key points for reiteration:

- Students must come to exams fully equipped

- Compulsory equipment– Black biros, pencil, clear 30cm ruler, pair of compasses, clear protractor, eraser, pencil sharpener, calculator (where permitted)
- Optional equipment– Clear pencil case, highlighters, clear water bottle (no labels)

In exams students must:

- Follow all instructions from the invigilators

In exams students must not:

- Communicate in any way with any other student
- Have a phone or any other smart device on their person
- Wear a watch of any kind
- Have paper or any other items in pockets

I would like to take the opportunity to wish all of our students the very best for the exam season, and thank you for your ongoing support. If you require any further information please do not hesitate to contact myself or the Year Team at school.

Regards

C Harrison-Scott