

5<sup>th</sup> December 2018

**To: Parents of pupils in Year 11**

Dear Parents,



## **Arrangements for Year 11 'Mock' GCSE Examinations January 2019**

The examination timetable for the forthcoming GCSE 'Mock' examinations has now been prepared and I am enclosing a copy for you to study with your child. A copy of this can be found on both the parent and the pupil sections of the school website under GCSE Exams. In order that the pupils may experience a situation as similar as is practical and possible to the actual GCSE examinations, this timetable has been carefully prepared so that the pupils have revision time built into the schedule, together with the opportunity to study at home.

There are 2 sessions for examinations:

1. 9.05am – 12.05am (arrive in school for 8.45am)
2. 1.00pm – 3.45pm (arrive in school for 12.40pm)

Normal lessons will recommence on the afternoon of Tuesday 15<sup>th</sup> January. Until then pupils will be permitted to study at home for half-day slots when they do not have any examination, until the time required to be in school. Once signed into school, they may not leave the premises *between* exams. Should your child wish to be in school for revision for any morning or afternoon slots, when not in an examination, then they will sit silently in the hall with those doing a mock exam. So that we can ensure appropriate registration and supervision, we will require each pupil to sign at reception both on their arrival and departure, every day until 12pm on Tuesday 15<sup>th</sup> January. Please indicate on the slip below which sessions your child will not be in school.


I remind parents of our expectations during the mock examination period; pupils must conform to normal school rules. This also applies to matters of appearance. Full school uniform must be worn, without make-up or nail varnish and with hair tied back. Conformity ensures the smooth start to examinations and avoids unnecessary challenges beforehand that may cause upset and affect examination performance. Pupils will be required to hand in their mobile phones and remove iWatches. They must also remove any other wristwatch and place it on their exam desk before the exam starts.

We would appreciate your support in the above matters for both these and the final examinations.

Pupils will leave school at 3.45pm as normal if they have had an afternoon examination, even if this has finished a little earlier.

I would be grateful if you could complete the attached slip and return it to the school by Thursday 13<sup>th</sup> December 2018.

Yours sincerely

  
Mrs P S Hutley  
Headmistress



## Arrangements for Year 11 'Mock' GCSE Examinations- January 2019

Child's Name: \_\_\_\_\_ Form: \_\_\_\_\_

I acknowledge receipt of the letter about 'Mock' GCSE Examinations dated 5<sup>th</sup> December 2018 and of the 'Mock' Examinations timetable.

My child will not be in school for the following sessions when they are not in an examination.

Tuesday	8 <sup>th</sup> January	am	pm
Wednesday	9 <sup>th</sup> January	am	pm
Thursday	10 <sup>th</sup> January	am	pm
Friday	11 <sup>th</sup> January	am	pm
Monday	14 <sup>th</sup> January	am	pm
Tuesday	15 <sup>th</sup> January	am	

(Please circle all sessions that apply)

Parent Signature: \_\_\_\_\_

Pupil Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return to your child's Form Teacher by Thursday 13<sup>th</sup> December 2018***