

Dear Parent

GCSE Pre Public Examinations (PPE) / Mock Examinations Examination Timetable Programme

Students in Year 11 have now entered a very important stage of their school career, with the PPE/Mock examinations commencing in earnest on Monday, 19th November to Wednesday, 6th December.

In order to accommodate the mock exams more efficiently, the timing of the school day will change. This will allow the longer afternoon exams to finish earlier, and it mirrors arrangements for their actual exams. The school day during this two week period will run as follows:

08:40 - Registration or exam start
08:55 - Period 1 or exam start
09:55 - Period 2
10:55 - Break
11:15 - Period 3
12:15 - Lunch
13:00 - Period 4 or exam start
14:05 - Period 5

NB: Students will be dismissed at the end of their afternoon exam.

During the PPE examination, period 6 lessons will not run in order to provide the students time to revise independently, which will be a key skill for success in the summer. Students are however encouraged to speak to the relevant curriculum leader about content to revise. All curriculum areas, where applicable, have made practice papers available to students. These can also be accessed through exam board websites.

Students will recall the study skills session led by Martijn van der Spoel in September, along with the parental engagement evening. During this session, they were taught about using both sides of the brain to maximise their memory skills. Use of highlighters for identifying facts can be an excellent trigger in exams for recalling information. All of this information can be found on the school website.

The chances of your child's success will improve with further encouragement and support from you to ensure that the most is made of home revision time. Students should spend some time every night preparing for these important examinations, concentrating not only on current work, but work which has been covered in lessons over the two year GCSE courses. All students have been given a revision timetable, which includes all their examinations. Your support will be much appreciated by the school. Students have been provided with an exemplar revision timetable and a blank one to complete and I would urge you to look at this with your son/daughter and place the timetable in a visible place at home.

During the PPE examination period, all students will be expected to be in school during normal school hours. If students have a morning exam starting at 8:45am, then they are to

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register in the exam room. Otherwise, they will be expected to register with their form tutor as normal. All lessons will run as per the school timetable and will include either revision or space to revise if that subject exam has already taken place.

During the course of the examinations we will be providing **free breakfast for students**. This will be available from the sixth form panini bar on the mornings of the exams. Breakfast will be provided free of charge and will include hot and cold options.

Students who are late to the start of their examination or not in full uniform will not be allowed to enter the examination halls. They will then be required to re-sit the exam during one of the catch up sessions on the attached timetable. In the case of student absence, contact with the school must be made to report this as per the regular policy. Arrangements will also be made for students to sit these examinations at an appropriate time. This has been clearly identified on the timetable attached.

It has been stressed to all students in Year 11 that inappropriate conduct whilst sitting examinations, or misconduct around the school during the exam period, will result in serious sanctions being applied.

It is most important that students understand and follow the school and examination regulations. Students must attend examination sessions in **full school uniform**, arrive at the examination venue 10 minutes before the designated start time and have the appropriate equipment with them (pens, pencils, ruler and calculator). The use of Tippex or similar substances are banned by the school and all examination boards and must not be brought into the examination rooms. A copy of the JCQ Warning to Candidates is printed on the reverse of your child's personalised mock examination timetable, which will be given to them at a later date. All regulations regarding examinations can be found on the school website in the teaching and learning section/examinations.

Please note mobile phones, smart watches and any other electronic or web enabled devices are not permitted in formal examinations and can lead to cancellation of examination papers if students breach this rule. Students who do not follow the examination invigilators' instructions will be removed from the examination hall.

Following the conclusion of the PPEs, normal lessons will resume. Students will collect their results during lesson 5 on Tuesday 18th December and are not required to attend school on Wednesday 19th December. When students collect their results it will also include a list of papers that students will re-sit in January, should they not have achieved the minimum expected result. This will provide a clear focus for revision over the Christmas period.

If you have any queries regarding this letter, please do not hesitate to contact the school so that any problems can be quickly resolved.

Finally, it is important that there is a joint understanding about the high expectations and standards for PPE and public examinations. However, we will be ensuring that this message is combined with support for your child during this period. May I therefore wish your child every success in the forthcoming examinations and we hope that, together with extra parental support, students will perform to the best of their abilities in the forthcoming examinations.

Yours sincerely

S Tattersall

R Weller

Assistant Principal

Assistant Principal