

15 April 2024

### Arrangements for Y11 exam period

Dear Parent/Carer of:

The DfE guidance regarding study leave states that students should not be granted study leave once the teaching of the exam content is complete. We felt that it was important to follow this guidance to ensure that students are focused and able to access lessons taught by subject specialists. The last full cohort exam is on Friday 14 June; therefore, this will be the official leaving date for all our Year 11 students.

Full cohort GCSE exams will start on Thursday 9 May and end on Friday 14 June we are going to put support in place for your child at this critical time. In practice, this means that all students are expected to be in school from 8.00am in the morning and will be either in an exam or in lessons, finishing at 3.30pm or 2.40pm, as usual until Friday 14 June. We believe that for many students this is the best use of time during this period.

#### Expectations

Student expectations over this period will remain as high as ever. Students must wear full uniform at all times, including during exams. If a student fails to attend in uniform, parents will be contacted and asked to bring in the item before they go into an exam.

Attendance and punctuality on exam days is vital. Please make sure your child attends school every day and on time and is able to attend every exam briefing.

#### Examination Regulations

Pupils must follow the instructions of the Chief Invigilator during the examinations at all times. Pupils have been issued with their examination timetables and will receive a presentation from the Examinations Officer giving details on examination rules. Any infringement of the examination rules will be viewed seriously. Please assist us by ensuring that your son/daughter has everything necessary for that day's examination(s).

Pupils must not have any of the following devices in their possession in the examination hall:

- mobile phone
- watch
- iPods
- MP3/MP4 players or similar devices

Serious penalties will be imposed by the examination board where pupils are found in possession of any of the devices listed above in the examination room.

We are very conscious that the remaining time prior to and during the examinations is vitally important in relation to the outcomes in August 2024 and we would ask that every student uses this time constructively both at school and at home. We have been very impressed by the maturity shown by the students in Year 11 this year and obviously wish them well for what lies ahead. On Wednesday 12 June we will have the traditional leavers' assembly in the afternoon during periods 5 and 6.

The year 11 Prom will take place on Thursday 20 June from 6pm to 10 pm and we would not want your child to jeopardise their attendance at the Prom by making poor behaviour choices during their final weeks in school. We thank you for your support with this.

Yours sincerely,

Munaza Mir  
Vice Principal

