



November 2021

Dear Parent/Carer

I am writing to let you know about the arrangements for our Year 11 School Winter Exams and Study Week 2021, which will take place from **Monday 29<sup>th</sup> November to Thursday 2<sup>nd</sup> December**. Normal lessons will be suspended and students will follow an exam timetable, supervised by staff in exam halls and rooms. Attached to this letter is the Senior School Winter Exam timetable. There will be 4 Days of exams on Mon 29<sup>th</sup>, Tues 30<sup>th</sup>, Wed 1<sup>st</sup> and Thurs 2<sup>nd</sup> and Fri 3<sup>rd</sup> is a School Development Day which means that students are not required in school on that day. Please do discuss your child's exam preparation and revision with them and ensure they attend school promptly for their exams each day. Some subjects at Key Stage 4 are not exam based and therefore students will not sit an exam in these subjects, instead they should use their study time at home to complete coursework/portfolio work in these subjects.

**SENIOR SCHOOL INTERNAL SCHOOL EXAMS (Mon 29<sup>th</sup> Nov – Thurs 2<sup>nd</sup> Dec 2021)**

- Our Senior School Winter Exams and Study Week takes place on **Monday 29<sup>th</sup> Nov – Thursday 2<sup>nd</sup> December 2021.**
- **Friday 3<sup>rd</sup> December 2021** is a School Development Day and students are not required in school on that day.
- Our Winter Exam and Study Week is designed to give students a preview of the actual GCSE and A Level Exam and Study Month which takes place in May/June 2022.
- Please read the attached Senior School Winter Exam timetable thoroughly, students should highlight each of their exams and note the start time and the length of each exam paper. Students should also check with their subject teachers.
- It is vitally important that students attend school to sit the relevant internal school exams that apply to them.
- During this week, Year 11 students are only expected in school for the exams they are sitting.
- Students who have a Session 1 exam only on any given day are permitted to leave school once their exam is finished.
- Students who have a Session 2 exam only on any given day are not required to be in school until 10.40.
- During study time at home, students are expected to revise for their exams and/or complete coursework and/or portfolio work (e.g. for BTEC courses).
- Students must arrive at their exam hall/room at least 5 mins before the exam is due to start so students can be seated and the exam can start and finish promptly.
- Students must wear full school uniform and mobile phones must be switched off. Students must come fully prepared for exams with appropriate stationery. Face masks are required for movement around school. Students are permitted to remove their face mask during exams in the hall/gym. Students must wear face masks in exam rooms.
- Students who qualify for extra time must notify exam invigilators by placing their 'extra time' cards on their desk. This extra time will be given at the end of the exam.



- Should a student miss an internal school exam due to COVID-19 illness/isolation the examination can be retaken during normal class time the following week and assessments from Sept-Nov 2021 may also be used to assign a grade for the Winter school report.
- There is a canteen service each exam day between 10.20-10.40.
- During this week, morning school buses will run as normal and the afternoon school bus time will change from the normal end of day time (2.25/3.00) to 12.30. Senior School students should make the following transport arrangements to and from school, depending on how many exams they have each day:

<b>Students who have an exam in <u>Session 1 and Session 2</u> on any given day</b>	School buses available at normal morning times and at 12.30 for afternoon collection from school.
<b>Students who have an exam in <u>Session 1 only</u> on any given day</b>	School buses available at normal morning times, students required to make alternative arrangements for transport home after the exam.
<b>Students who have an exam in <u>Session 2 only</u> on any given day</b>	Students required to make alternative arrangements for transport to school, school buses available at 12.30 after the exams.

These internal exams are extremely important and will show teachers, students and parents/carers the progress students are making in their subjects. I wish all students the very best of success in their exams.

Yours sincerely,

Mr Perry - Principal