

Friday 5th May 2023

Dear parents and guardians,

The examination season is nearly upon us, with the first exam only two weeks away. I am writing to you to confirm the end of Year 11 arrangements for students and offer some final advice and guidance as we work together to support our year 11s at this important time.

Expectations

During the mock exams, we were proud of the way that year 11 conducted themselves with maturity and resilience. We are sure that this same high standard of behaviour will continue throughout the exam season. We will be using assemblies next week to remind students of this and *attached* to this letter is a reminder of those expectations.

Uniform

All students are expected to wear full and correct uniform for all exams, as they have been doing for the school year. We will be running our annual uniform drop-off after year 11s last exam, where students can donate their old uniform for us to reuse and recycle for other year groups. Please see emails with more information about this towards the end of exam season.

Attendance

It is the expectation that all students will be in school, on time, during the exam period - **every day**. We have designed a programme to ensure students are as best prepared for their exams as possible. This will include the following:

- Normal lessons
- Extra 'booster' sessions before each exam. For example, two hours with their Science teachers on Monday 15th May before their Science exam on Tuesday 16th May
- Exam warm-up sessions...
 - ... for morning exams. Students should arrive in school by 8:10am and go to the classroom on the warm-up sessions timetable. For example, on Tuesday 16th May students will sit a Biology exam, so will need to head to their science classrooms.
 - ... for afternoon exams. Students will be sent for an earlier lunch to facilitate warm-up sessions of 30 minutes before the exam.

Attendance to tutor groups will be incredibly important as messages about sessions and classrooms being used in school will be given out. The timetable for this will be sent out to parents via email and given to students next week.

If your child is ill and may miss the exam you need to inform the school as soon as possible. Please use the **exam attendance hotline on 07903 541 809 either phone or text** and we will get in contact with you.

Please note on exam days 8:10am is the time expected in school. If a student is late to an exam there is no guarantee they will be let in to sit it.

Year 11 students' last days – Wednesday 14th / Thursday 15th June

On Wednesday 14th June all students will be in school for their Maths exam. After this, we will have our traditional shirt and banner signing and then will be released from site at 12:00pm.

Students will need to bring a spare shirt to sign, and must still have a clean shirt for Thursday. The shirt that your child is wearing cannot be signed before the exam due to concerns associated with written materials in exams.

On Thursday 15th June **all students** will need to be in school at 8.30am for their physics 'booster' session and then some students will stay later, depending on their options subjects.

	Periods 1 & 2	Periods 3 & 4	Periods 5 & 6
If you study physics only	Go to physics – arrive in school at 8:30. Leave school at 10:55.		
If you study physics and Geography or DT	Go to physics – arrive in school at 8:30am.	Go to DT or Geography. Leave at 12:45pm.	
If you study physics, Geography and DT	Go to physics – arrive in school at 8:30.	Go to Geography. Leave at 12:45.	Go to DT. Leave at 15:05.

GCSE results day – Thursday 24th August 2023 at 9am.

We look forward to welcoming year 11 students back to the academy to collect their GCSE results. Students should enter via the main gate and then go to Lakeside Hall (the main examination hall entrance) where staff will be waiting to hand them their results. The Hall will be open until 11am but we encourage all students to arrive early.

Teachers will be available to celebrate students' success with them and additionally we will have our Careers Advisor on site who can support and advise on next steps for post-16 study if required.

Someone else can collect the results on your child's behalf but must attend with a letter of authorisation from your child to do this. The person collecting on your child's behalf must bring proof of identity on the day. Alternatively, we can post any results not collected in the morning to the home address we have on our records, via first-class post, the same day, if you send us a self-addressed envelope to main reception.

Please note that students' actual certificates will not be available on this date, they will be given a printed list of their results and we will be in contact with students once actual certificates are ready for collection.

Many thanks for your cooperation in helping us to achieve the best outcomes for your child and if you have any further queries, please do not hesitate to contact us at the academy.

Yours sincerely,



Mr C Still - Assistant Headteacher