



November 2024

Dear Parent/Carer

I am writing to let you know about the arrangements for our Senior School Winter Exams and Study Week 2024, which will take place from **Monday 25th November to Friday 29th November**. Normal lessons will be suspended and students will follow an exam timetable, supervised by staff in exam halls and rooms. There will be 5 days of exams.

Please 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. For some subjects, students will complete coursework in school in a timetabled session

SENIOR SCHOOL INTERNAL SCHOOL EXAMS (Mon 25th Nov – Fri 29th Nov 2024)

- Our Senior School Winter Exams and Study Week takes place from **Monday 25th November to Friday 29th November**
- Our Winter Exam and Study Week is designed to give students experience of the actual GCSE and A Level Exams.
- 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 11,12,13 and 14 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.
- Any year 11 students who need to stay in school until 12.20 will be expected to revise during this time, supervised by a member of staff. They should therefore bring revision materials with them.
- 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 they 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.
- 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.



- 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 to 12.20pm. Senior School students should make the following transport arrangements to and from school, depending on how many exams they have each day:

Students who have an exam in <u>Session 1 and Session 2</u> on any given day	School buses available at normal morning times and at 12.20pm for afternoon collection from school.
Students who have an exam in <u>Session 1 only</u> on any given day	School buses available at normal morning times, students required to make alternative arrangements for transport home after the exam.
Students who have an exam in <u>Session 2 only</u> on any given day	Students required to make alternative arrangements for transport to school, school buses available at 12.20pm 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