

Our ref: KBA/shd

Date: 29<sup>th</sup> April 2024

Dear, Parents and Carers

### **Re: Exam Arrangements and Support during the Exam Period**

As we approach the upcoming exam season, we would like to provide you with important details regarding exam arrangements and the support available to our students during this period.

#### **Exam Arrangements:**

Prior to each exam, there will be an exam briefing led by the subject leader in the main hall. Following the briefing, students will proceed to line up outside their designated exam venue. Morning exams briefings will commence promptly at 8:30 am, and afternoon exams briefings at 1:00 pm. It is imperative that students arrive at the main hall on time, in full school uniform, on the respective exam days.

After each exam, a member of staff will be available outside the exam venue to offer debriefing sessions for students, providing any necessary support or assistance.

#### **Support during the Exams:**

We are committed to providing comprehensive support to all students throughout the exam period. The following support services will be available:

- Free breakfast will be served in the dining hall from 8:20 am before morning exams.
- Students can access subject specific support from their class teachers during normal lessons and also via google classroom.
- Mr Smith and Mr Whittle will be accessible throughout the exam period to provide individualised support. Students can visit the pastoral office both before and after exams to access this support.

#### **Attendance Expectations during the exam 9th-24th May:**

. Please note the following attendance guidelines as sent out in March:

- Students are expected to attend school from 8:30 AM to 3:00 PM each day.
- If a student has a morning exam only, they will attend this exam during lesson 1 and 2. They will then participate in normal lessons from period 4 onwards.
- If a student has an afternoon exam only, they will attend lesson 1 and 2. They may use period 3 to have lunch and prepare for the afternoon exam during period 4 and 5.
- If a student has exams scheduled both in the morning and the afternoon on the same day, they will not be expected to attend lessons.
- During students' lunch time they will be allowed to leave the site or study in the dining hall.

#### **Compulsory revision sessions from 3rd-24th June:**

Following the half-term break, students will have the opportunity to study at home for their exams. However, it is essential to note that compulsory revision sessions will be scheduled in school the day before each exam. Attendance at these sessions is mandatory to ensure students are adequately prepared for their exams. Students should go to the hall at the start of each of the revision sessions.

Date	Subject	Lesson
Mon, 03 Jun 2024	Spanish	Period 5
Mon, 03 Jun 2024	History	Period 4
Tue, 04 Jun 2024	Geography	Period 1
Tue, 04 Jun 2024	Business GCSE	Period 2
Wed, 05 Jun 2024	Business enterprise	Period 4
Wed, 05 Jun 2024	English	Period 3
Thu, 06 Jun 2024	Biology	Period 4
Fri, 07 Jun 2024	Maths	Period 2
Fri, 07 Jun 2024	Spanish	Period 1
Mon, 10 Jun 2024	Chemistry	Period 3
Mon, 10 Jun 2024	History	Period 4
Thu, 13 Jun 2024	Physics	Period 1
Thu, 13 Jun 2024	Geography	Period 2
Mon, 17 Jun 2024	DT	Period 2
Wed, 19 Jun 2024	H&C	Period 3

Should you have any further questions or concerns regarding exam arrangements or support services, please do not hesitate to contact us.

Thank you for your continued cooperation and support.

Yours sincerely

*K Bailey*

Mrs Katie Bailey  
Assistant Headteacher