



13 March 2020

Dear Parents and Students

## **2020 GCSE exams and leaving dates**

Students have been given a personal exam timetable. Further copies of timetables will be available from every student's document storage SIMS Learning Gateway and/or by email.

**Year 11 study leave:** Students will finish school on **Friday 22 May 2020** - this will be their final day in school. The Year 11 leavers' assembly will take place in the Richard Smith Hall on **Friday 12 June 2020** after the Science exam. It will last approximately 2 hours. Students will need to be OFF SITE by 1.00 pm.

**Lessons after Friday 22 May:** Formal lessons will cease to run after this date, although some lessons may be arranged for lessons where exams have not yet taken place. Students will be informed of any arranged sessions by the relevant Heads of Faculty. Some pre-exam and additional revision sessions will also be in place.

Students will be required to attend all examinations in **standard school dress**. They should also bring with them black pens, pencils, a ruler, eraser (no tippex), calculator, etc. in a clear plastic wallet or poly-pocket. School will not provide this equipment for them.

**Behaviour and exam start times:** Students who behave badly during an examination will be ejected from the exam room and a letter will be sent home. Poor behaviour in one exam may result in all entries for other subjects being withdrawn. It is also possible that other sanctions will be imposed by the Learning Leader.

**Additional Reminders:** Please remind students that they must bring a **BLACK PEN** to use in all exams. Additionally, students **MUST NOT highlight parts of their answers in examinations** – they can highlight the question paper, but not their written answers.

**Mobile phones & SMART/iWatches:** Please be aware that any of these devices are prohibited from any exam room by the Awarding Bodies. If you are found to be in possession of one of these items during an exam then this is likely to lead to disqualification from that and possible future exams. We would therefore strongly urge you to leave these items at home on exam days. If this is not possible, then mobile phones **MUST** be handed in and SMART/iWatches should be placed in school bags. They cannot be kept in pockets.

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**To be absolutely sure, it may be worth leaving ALL watches at home or in bags during exams.** For exams in the Sports Hall or Gym, phones will be placed in bags that relate to the row and seat number of each candidate, it is therefore essential that students know this information before entering the exam room. Seating plans can be located in the social area nearest to P.E. for this purpose. Phones will be placed on exam desks once papers have been collected in and before any students are dismissed from the room. This is an awarding body rule and failure to comply could result in disqualification, with no marks being awarded as exam boards will have to be informed.

**Examinations: Students should arrive in school half-an-hour before the scheduled start** of an examination. All morning exams start at 9.00 am. Afternoon exams start at 1.00 pm, 1.30 pm or 2.00 pm, depending on the length of the exam. All afternoon exam starts are timed to finish by 3.00 pm whenever possible, for the majority of students, in order to ensure students will be able to catch the school buses. Whenever possible, a 2 hour exam will be scheduled to start at 1.00 pm, a 1½ hour exam at 1.30 pm and a 1 hour exam at 2.00 pm. Students should check the start times on the large green timetables which will be displayed around school and in Year 11 form rooms after the Easter holiday. Students who are entitled to special requirements are likely to have their exams finishing after the end of the school day. They will need to make alternative arrangements to get home. **Failure to turn up for an examination will result in charges being made and an invoice will be sent home.**

Please could we ask that you ensure your child has breakfast on the morning of an exam? Students can bring water in a plastic bottle into the exam room for drinking during an exam and this is particularly recommended for longer exams or when it is hot. Fizzy drinks are not allowed.

**Collection of results:** These will be available for collection from 9.00 am on **Thursday 20 August 2020**. If your child is unable to collect these in person, they can arrange for a family member to collect them on their behalf provided that a letter of authorisation is produced. Alternatively, a small stamped addressed envelope can be handed into reception prior to the end of the summer term. Please ensure that the top left-hand corner is marked 'GCSE results'. These will then be posted home. Please do not post envelopes to school for this purpose during the summer holiday, as the post is not delivered during this time. Students who intend to return to the Sixth Form will be notified of the taster days by a separate letter closer to the time. Students will be informed, in due course, when school will re-start for the autumn term. If you have any problems or queries during the exam period please do not hesitate to contact us at school.

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**Exam Contingency Day:** Most students should have completed all their exams by Wednesday 17 June 2020. However, following on from the Manchester bombing and Grenfell Tower disaster in summer 2017, I would like to remind you that the exams board have continued with a contingency day where exams could be re-organised up to and including **WEDNESDAY 24 JUNE 2020**. ALL STUDENTS WILL NEED TO BE AVAILABLE UP TO THAT DAY IN CASE OF EMERGENCIES.

May we take this opportunity to wish students all the very best for the future but particularly in the forthcoming exams.

Yours sincerely

Mrs D A Stanley  
Examination Officer

Mr N Melton  
Senior Assistant Headteacher