



April 2018

Dear Parent/Carer

## Examination Arrangements

We would like to make you aware of arrangements during the summer examinations.

Year 11 pupils will start their summer examinations on Monday 14 May 2018. Your child has been given a personal timetable that sets out all of his/her exams, along with the location, seat number and a list of the equipment needed. This information has also been sent to your child's school email account. We would encourage you to read this and familiarise yourself with the information.

Please note that:

- Normal timetabled lessons will run up to and include Thursday 7 June (P3).
- From P4 onwards on Thursday 7 June, pupils are expected to continue to attend all lessons for subjects where the final examination has not yet taken place to help them prepare. Registers will be taken as usual and any absence will be followed up.
- Pupils will need to sign in and out of school at reception from 8 June.
- For lessons where the final exam has taken place, pupils may choose to study for that period in the LRC or in a designated study room. The designated study rooms will be published each day in reception. The LRC and designated study rooms will be staffed and pupils must remain in these areas if they are in school and their timetabled lesson has stopped because the exams have finished i.e. they may not study in other areas around school;

**All pupils who are intending to return in September to join our Sixth Form need to attend both taster days on Monday 25 June and Tuesday 26 June.**

Thank you for your help and support and please do not hesitate to contact one of us at school if you would like to discuss any aspect of the summer examinations.

Yours sincerely

Mrs M Oates  
Year Leader

Mr M Parrish  
Assistant Year Leader