

22 March 2024

Dear Parent/Carer

As we approach the Year 11 GCSE Examinations, we would like to clarify our stance regarding expectations for attendance over this period.

We are currently finalising what is called the Exam Preparation Timetable or EPT. This will be a timetable of additional revision sessions run by individual subjects to cover any final preparation prior to each examination and will run adjacent to the formal timetable that students currently have. This will run from **Thursday 9<sup>th</sup> May – Wednesday 19<sup>th</sup> June**. During this period, students will be expected to be in school until such a point that the Senior Leadership Team informs students and parents that their official summer leave will commence. This is likely to be during the final week of the examination series.

Morning exam sessions begin at 9.00am with afternoon examinations beginning at 1.00pm. Where students are late to examinations, parents should contact the school immediately and on arrival report directly to attendance in main reception. If students arrive more than one hour late for an examination, they may not be allowed to enter. The school reserves the right to charge students for the cost of any examination that is not attended.

Whilst students remain in school, our high expectations regarding behaviour, attendance and uniform will remain in place and students should remember that the main body of the school continues to function. Please support us in reminding students that they must maintain the highest possible standards during this time.

The final GCSE examination is on Wednesday 19<sup>th</sup> June. However, do remember that there is an exam contingency day on Wednesday 26<sup>th</sup> June, in case a paper needs to be moved.

As with the mock exams, if the afternoon exams finish before the end of the school day, students will be required to return immediately to their timetabled lesson or their designated EPT lesson. However, some students may have a double afternoon of exams that may run over the end of the school day. In this case, alternative arrangements for getting home will need to be made for students who usually use the school bus.

If you have any further questions, please do not hesitate to contact me. We will re-send this letter in the immediate build up to examinations.

Yours sincerely

Mr M McGeown  
Assistant Headteacher – Raising Standards Lead



**Headteacher:** Ms Patricia Hammond

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