

Dear Parent/carer,

I write to inform you of arrangements for the Year 11 pre-public examinations that are taking place week commencing Monday, 15th November.

All Year 11 pupils will be involved in the PPE's, which will provide the school with important information about the progress pupils are making and any gaps in learning pupils still have. We are encouraging pupils to take these examinations as seriously as they would do the actual GCSE exams in the summer, so the results are an accurate representation of what pupils know and can do.

In order to prepare pupils as fully as possible, the school will be running 'exam briefings' prior to each exam. This will involve a short presentation from the head of faculty or head of subject of the exam taking place, running through the important points to remember and any exam techniques pupils should use to be successful. These sessions are a fantastic way to get pupils in the correct mind set and acts to calm them before each exam.

Pupils must remember to bring a full set of equipment in a clear pencil case to each exam, as we are unable to loan out large amounts of equipment due to Covid restrictions. This must include but is not limited to:

- At least 2 black pens
- A pencil
- A rubber
- A ruler
- A protractor
- A calculator

I also want to take this opportunity to remind you about the zero-tolerance policy on mobile phones in exams. Under no circumstances should pupils have any electronic device on their person when in an exam, and the exam regulator have recently updated their guidance to ban **all watches**. If pupils are worried about leaving electronic equipment in their bags during their exam, we suggest they simply leave them at home.

The school day will change slightly for year 11 during the PPE period. Morning exams will start at 9.00am. Pupils will then have break at the normal time followed by period 3. If pupils have an exam in the afternoon, they will go to an exam briefing half-way through period 3 and then go straight to lunch. Afternoon exams will then start at approximately 1.10pm. If pupils are not in an exam, they are expected to attend lessons as normal.

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We are also proposing that if a pupil has an exam in the afternoon which lasts for 1 hour or more that we will allow pupils to leave early. If you would prefer that your child stays in school until the end of the normal school day, we will make provision for this to happen. Please contact the school admin team in this instance.

I have attached a copy of the exam timetable to this letter so you can work with your child to help them plan their revision accordingly.

I am very much looking forward to this first period of exam practice, and one in which I hope our year 11 pupil's will find a motivating experience.

Yours sincerely,

Mr D Fugill

A handwritten signature in blue ink, appearing to be 'D Fugill', written over a light blue circular stamp.

Vice Principal