



Tuesday, 14<sup>th</sup> June 2022

Dear Parent/Carer,

I write to inform you of arrangements for the Year 10 pre-public examinations that begin next week.

All Year 10 pupils will be involved in PPE's next week, 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, so the results are an accurate representation of what pupils know.

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. This must include but is not limited to:

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

The school day will change slightly for year 10 during the PPE period. Morning exam briefings will start at 8.40am followed by the exams which will start at 9.15am. 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.



If a pupil has an exam in the afternoon that lasts for 1 hour or more, we will allow pupils to leave school 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.

There is a copy of the exam timetable attached to this letter so you can work with your child to help them plan their revision accordingly. Individual timetables will be given to pupils at the end of this week.

### [Year 10 Summer PPE Timetable](#)

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, **including smart watches**. If pupils are worried about leaving electronic equipment in their bags during their exam, we suggest they simply leave them at home.

I am very much looking forward to this period of exam practice, and one in which I hope our year 10 pupils will find a motivating experience.

Yours sincerely,

Mr D Fugill  
Vice Principal