

25<sup>th</sup> April 2016

Dear Parents & Carers,

Formal examinations for English, mathematics and science run from **11<sup>th</sup> -13<sup>th</sup> May**. I wish to provide you with the salient details in order that you are able to fully support both your child and the College. I will deliver an expanded version of these details to the year group via assembly.

The purpose of the examinations is to provide both students and teachers alike with information regarding students' current understanding as well as gaps in their knowledge. Furthermore, it is these examinations that help to inform teachers regarding setting for Year 10. It is, therefore, imperative that students take the examinations very seriously both in terms of their preparation and conduct. Personalised timetables will be provided to ensure that all students know what is happening and when. Please ask your child to share this information with you so you can firstly monitor their revision and, secondly, ensure they leave home with extra time to spare for morning examinations. As per examination regulations, students must write in black biro and store all equipment in a transparent pencil case. Regarding electronic devices, in particular mobile phones, these must not be in the possession of the student nor inside the examination room. All such items must be handed in prior to the exam where they will be kept securely. It may be easier to leave these items at home when examinations are taking place.

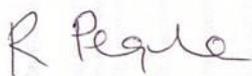
I must make it plain that any student not following the examination regulations, or who are deemed to be in breach of any College rule during the examinations, will be dealt with accordingly and appropriately sanctioned. **In adherence to current government legislation, penalty notices could be issued should unauthorised absence occur during this examination period.**

I thank you in advance for your support and co-operation, please do not hesitate to contact me should you have any queries regarding this matter.

Checklist for parents:

- Ensure your child fully understands the mock examination timetable.
- Ensure your child creates a revision timetable and adheres to it.
- Encourage your child to make full use of teachers, tutors, revision guides and resources available on Moodle during revision.
- Ensure all relevant equipment is available.
- Ensure punctuality to all examinations.

Yours faithfully



Richard Pegler  
Assistant Headteacher