



7th May 2019

Dear Parent/Carer

Year 11 GCSEs final preparation and Exam Intervention Timetable

With less than a week before the start of the first full GCSE exam week, I am writing with some final information about the GCSE exams. Our students have been working very hard and we hope that the information in this letter helps you to support your child as effectively as possible at home.

1. Exam Timetable:

If you would like a copy of the Exam Timetable, this can be downloaded from our website at this [link](#).

2. Exam Leave and Intervention Timetable:

Exam Leave begins after the English Literature exam on the afternoon of Wednesday May 15th. After this date, students may continue to study in school or work at home between exams. A detailed intervention timetable, which shows the study sessions scheduled around the exams, can be found at this [link](#).

Until May 23rd teachers will be available in their rooms during normal lesson times for additional help if required. We will also provide students with a weekly list of available silent study rooms if they prefer to study individually on site. During the Exam Leave period, when not in exams during lesson time, students must be in a supervised room.

3. Exam Rules and Expectations:

Please familiarise yourself with the following key exam rules and expectations so that you can support your daughter to follow these for all exams. Failure to follow exam rules can cause significant disruption to the whole cohort.

- a. **Morning Exams timings** – students should line up in silence on the back courts at 8.30am, ready for registration and a prompt entry to the exam hall by 8.45am. Students taking their exams in separate rooms should line up outside the room by 8.30am.
- b. **Afternoon Exams timings** – students should line up in silence on the back courts at 1.15pm, ready for registration and a prompt entry to the exam hall by 1.30pm. Students taking their exams in separate rooms should line up outside the room by 1.15pm.
- c. Students should wear **full school uniform** when on the school site, including wearing the correct school shoes. **Hoodies** cannot be worn in the exam hall.
- d. Students must be in **silence** as they enter and leave an exam.
- e. **Mobile phones, smart watches** and other technology must be placed on desks for collection, not left in bags.
- f. **Watches** can be worn but must be placed on desks.
- g. **Water bottles** must be clear and have the label removed. Water is the only drink allowed.



- h. **No food** is allowed in the exam hall.
- i. To avoid disruption in the exam, **toilet breaks are not allowed** in exams lasting shorter than 1 hour 45 minutes.

All of the staff at Sydenham wish our students the very best over the next few weeks. We recognise that this time of year can be a very challenging one for both students and families. Please do not hesitate to contact either your child's tutor, Ms Bailey or myself if you have any concerns or suggestions of how we can support your child.

Yours faithfully

Ms Gostling

Deputy Headteacher