

Tuesday 7th March 2017

Dear Parent/Carer

Your Son/Daughter has been entered for GCSE external examinations for the academic year 2016/2017 and I have attached their individual Examination Timetable.

Students have already received the Draft Statement of Entries and were asked to check their personal details thoroughly to ensure that all their legal names and date of birth were correct. Following this, the information was sent to awarding bodies and will be used for final certificates to be produced after all entries are completed and marked.

Whilst the examinations are taking place, smooth running is essential. Therefore, I would like to request your help and support - Students will need to ensure that they have the correct equipment with them for each exam, this usually consists of a **black pen (no gel pens), pencil, rubber, pencil sharpener, ruler and calculator (without its case)**. For exams such as Maths, Design Technology etc, Students should check with subject teachers about specific requirements. Water bottles are permitted to be taken into the room but must be **clear, have anti-spill tops and no labels attached**.

Students will be expected to be in school on time, morning sessions arrive for 8:45am, Afternoon Sessions arrive for 12:45pm. Students must wear **full school uniform**. Should your child unexpectedly be taken ill prior to an exam, a Doctor's note **must** be provided and will be sent to the awarding bodies for their approval. Please note that there are no opportunities to re-sit a missed examination.

Students who are sitting a MFL examination have been entered for both Higher and Foundation, it will be at the discretion of the Head of Department which examination your child will sit nearer the time - this will depend on performance and assessment data leading up to the exam.

School will arrange Study Sessions prior to the examinations and a programme giving more details of these will be sent in due course.

I have also attached copies of the JCQ documents which explain the rules and expectations of candidates whilst completing written examinations or controlled assessments. I ask that you and your child carefully read through this information, sign and return the reply slip confirming that this has taken place.

We thank you for your support in advance and wish your child every success with the examinations.

Yours sincerely

Andrew Clowes
Director of Progress and Attainment