



May 2019

Dear Parents,

As we enter this important phase in your child's education, we just wanted to give some information to assist you at this time. This letter outlines some important information about our procedures and rules during the exam period and we appreciate your support in ensuring your child follows all of these regulations.

It is important that all students are using their time to the maximum potential and revision and preparation are crucial to examination success. Students have received a revised timetable for the examination period, which outlines specific revision sessions before each of their exams to best prepare them for their exams. The timetable is also on the school website.

We expect all students to attend their lessons until the end of the exam period. Where a student attends a lesson where they have completed their exam in, we expect them to come furnished with revision work so that they can use that time productively. They will be given specific information as they go through the exam period. They must ensure that when in school they are wearing their full school uniform. Any student who attends not in uniform will be expected to wear items given to them. We appreciate your support with this.

GCSE examinations are 'external' exams and are timetabled and regulated by the Exam Boards and cannot be sat at any other time. If your child is late to an exam they will risk not being allowed into the exam hall to sit their exam. Your son/daughter will be expected to abide by the Examination Board Rules. Please refer to the Conduct Guidelines/Regulations for the GCSE Examinations on the school website for clarification if needed.

Your child is responsible for providing his/her own equipment for the exams and it should be brought in a transparent case or polythene bag. Students will need a black biro, a pencil, ruler, rubber, protractor, calculator (except for the maths non-calculator exams) and pair of compasses. They may also require additional equipment, such as pencil crayons for subjects such as Design and Technology. They are allowed water in the examinations, but they must remove labels from bottles.

Students **must not** bring into the exam room any books, notes or other materials. **Mobile phones**, smart watches, wristwatches, MP3 players, headphones etc. are **strictly forbidden** and should be kept at home or left in student bags during the exam. These items **must not** be in the exam room. If a student is found with any of these items, it is deemed as malpractice and their grade in that exam is seriously in danger of being cancelled.

Can we finally take this opportunity to thank you for all your support over the period of your child's education and remind you of some final key dates:

1. **Year 11 Prom** is Thursday 27th June at Bury Town Hall from 7pm onwards for those invited.

2. **Year 11 GCSE Results day** is Thursday 22nd August in school. Results can be collected between 10am and 3pm. If someone is collecting on behalf of the student they must bring a letter signed by the student giving them permission to obtain them along with proof of ID. If results cannot be collected on the day we can post them to you, but a stamped self-addressed envelope must be left with the Exams Office before 19th July 2019.
3. **Year 11 - GCSE Certificate Collection Evening**, November 2019 - Details to be sent to students in September 2019.
4. **Y11 Final Assembly** – the date for this has not been set yet but will be communicated with students and will be shortly after the final exam.

Should you have any queries or concerns, please do not hesitate to contact the Exams Officer Mrs Standring. Head of Year 11, Mrs Pollitt or myself at the school.

Yours sincerely



Miss E Guirguis
Deputy Headteacher