



28th March 2018

To: Parents of Pupils in Year 11

Dear Parents

GCSE Examinations May/June 2018

In past years, despite briefing meetings and comprehensive documentation given to each pupil, very occasionally individual pupils have not arrived at school at the correct time for their GCSE examinations.

We therefore send timetables to parents and would ask that you ensure that your child arrives on the correct date, at the correct time and for the correct session (am/pm).

- For **morning** sessions your child should be at school by **8.25am**.
- For **afternoon** sessions your child should be at school by **1.25pm** at the latest.

We will naturally try to contact you if your child is not in school at the correct time, but I must warn you that **no grade** can be awarded if a pupil is absent because they have misread the timetable. The timetable is also on the school website and copies were given to pupils on Wednesday 21 March. Pupils were also given other documentation relating to exams and coursework with the instruction that these must be read.

If your child should be too ill to attend, you should telephone school **before 8.30am** to tell me, and you must get a doctor's certificate so that we may attempt to obtain a GCSE grade for them.

Please ensure that your child is aware of the following regulations which apply to all written examinations. Pupils will be reminded of these before each paper:

- Only material listed on the question paper is permitted in the exam room. ***Pupils must not have on or near them any other material.***
- If pupils are found to have any material which is not allowed, **even if they had no intention of referring to it**, this will be reported to the awarding body. The normal practice in such circumstances is to disqualify the candidate from the paper of the subject.
- Pupils should check that they do not have with them any unauthorised material such as notes, books, papers, calculator case or lid, calculator instruction leaflet, electronic device or ***mobile telephone***.
- Full school uniform must be worn, without make-up or nail varnish and with hair tied back.

Please complete the enclosed reply sheet and return to your child's **Form Tutor by Thursday 19th April 2018**.

On a separate note, the school website has a few useful Ofqual links about the new grading structure, which you may find helpful to refer to.

Yours sincerely

Dr D McKitterick
Examinations Officer