

13<sup>th</sup> March 2019

**To: Parents of Pupils in Year 11**

Dear Parents

**GCSE Examinations  
May/June 2019**

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 (also on website) to parents and ask that you ensure that your child arrives on the correct date, at the correct time and for the correct session (am/pm). Pupils must sign in at reception on each occasion they arrive and sign out on each occasion they leave.

- For **morning** sessions your child should be at school by **8.40am**.
- For **afternoon** sessions your child should be at school by **12.40pm** 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 are given to pupils this month. Pupils have also been directed to links on the GCSE exams page of the school website for 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 has read the "Information to be read by candidates" link on the school website GCSE page. They should also read the relevant pages of the malpractice regulations. Printouts of these pages are posted in their form rooms. 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, 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 Monday 1<sup>st</sup> April 2019**. The school website has a few Ofqual links about the 9-1 grading structure, which may be helpful.

Yours sincerely



Dr D McKitterick  
Examinations Officer