

SRE/lth

31 March 2016

Dear Parent/Carer

**Re: Summer 2016 GCSE Examinations**

The GCSE examinations are scheduled to start on Monday, 11 April and finish on Monday, 27 June 2016

A personalised timetable is attached to this letter so that you can see all the examinations for which your child is entered. Please make a careful note of the dates and times of the relevant examinations. The full timetable can also be found on the school website.

All GCSE examinations have to meet the Joint Qualifications Board requirements; we are often visited by Inspectors, without notice, to make sure that we are following the requirements. Any student who breaks the rules runs the risk of being disqualified, not just from the exam they are sitting at the time, but from **all** those for which they are entered. Therefore it is essential that students understand the serious consequences of not complying with the following:

1. No mobile phones or any other portable electronic devices are allowed in the examination room, this includes smart watches. Students are required to hand in their mobile phones and all other devices. These will be held securely in a labelled envelope until the end of the examination.
2. Watches, other than smart watches, must be removed and placed on the exam desk.
3. The examination must be conducted in silence and there must not be any form of communication between students.
4. Students must wear full school uniform, including the appropriate school shoes, tie and a blazer.
5. Students must attend each examination with the correct equipment as follows:
  - Clear pencil case/plastic bag
  - Pens (**black** only) / pencil / ruler / sharpener and eraser
  - A calculator for Maths and Science
6. Bottles of water taken into the exam hall must have the label removed.

If your child does not attend their examination because of illness a medical certificate must be obtained from your Doctor. This must be given to Mrs Harrod [the Examinations Officer] and, in this case, you will not be charged the examination fee. If your child does not attend the examination for any other reason, then you will be liable for the entrance fee, which can be as much as £45. This is because the Examination Board will have already charged us to enter your child for that examination.

Cont. /...

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Your child has been given revision material from their teachers to support them in preparing for their exams. All Year 11 students have been registered on 'mymaths' which is an interactive website. They have also been registered on another website, 'methodmaths'; this interactive website is very useful as it gives past papers and the students can see how many marks they receive for each answer and their overall grade for that examination paper.

Of course these additional facilities are no substitute for regular attendance at lessons and high quality revision.

If you require any clarification of the details in this letter, please contact Mrs Harrod, the Examinations Officer.

Please sign the slip below acknowledging receipt of this letter and the examination timetable. The slip must be returned to the Examinations Officer, via Reception.

I would like to take this opportunity to wish your child every success in their examinations.

Yours sincerely



Stuart Reynolds  
**Headteacher**

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**Please detach, sign and return to Mrs Harrod, Examinations Officer via Reception.**

**Student name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

- I acknowledge receipt of the letter regarding the **Summer 2016 GCSE Examinations** and the examination timetable.
- I will ensure that my child attends all those examinations for which they are entered.

**Signed [Parent/Carer]:** \_\_\_\_\_ **Date:** \_\_\_\_\_