

To Parents/Carers of Year 11 pupils

24th November 2022

Dear Parent/Carer,

Year 11 Mock Exams

With the Year 11 mock exams fast approaching, I want to highlight our expectations of the pupils during this period. As this will be their first experience of formal exams in a large setting, they need to understand how they should behave and the procedures in place. This will be the same as when they sit their full GCSEs in the summer of 2023.

Firstly, full and correct school uniform is to be worn for all exams. If pupils turn up for their exams not wearing the correct clothing, including school shoes, they will receive a detention for that afternoon and be asked to rectify their uniform prior to the exam.

We expect pupils to have the necessary equipment for each exam, including pens, pencils, eraser, ruler, protractor, compass and calculator. These should be stored in a clear pencil case. If your child has a problem accessing any of the necessary equipment, they should speak to their class teacher or mentor prior to the day of the exam.

When they arrive for the exams, they need to be in the right frame of mind for a formal exam. The pupils will be asked to gather quietly in the Refectory prior to each exam and sit at specific tables. This should be a calm environment where pupils can gather their thoughts and make their final preparations before staff provide final instructions. They will be called into the Sports Hall/Chapel in these table groups, and they should walk to the venue without talking. Bags are to be left outside the exam room. Once in the exam room, they should wait in silence and not communicate with other pupils in the room. If they require help, they should raise their hand to speak to an invigilator.

Exam regulations stipulate that any water bottles are clear with no label, watches and mobile phones are prohibited and not allowed in the exam room, there is no lid on calculators and that pupils do not take any paper or notes into their exams.

We understand that this may be a stressful time for your child, and we want to do all we can to support them through the process. Being prepared can help to eliminate these worries, so please encourage your child to be organised in terms of their revision, the equipment they need and their attitude towards their mock exams.

If you have any questions or queries regarding the exams, please don't hesitate to contact me.

Yours sincerely,

Christopher Luke

Interim Curriculum Team Leader for Physical Education and Year Leader for Year 11