



Headteacher: Mr M Warren

19th October 2017

Dear Parents / Carers,

I am writing to let you know that study leave for Year 11 mock GCSE examinations will run from Thursday 30th November to Wednesday 13th December 2017, inclusive. Should you wish your daughter to take part in study leave, please return the slip at the end of this letter to your daughter's form tutor **by Friday 17th November 2017**.

Study leave means that students need not come into school except when they have an examination. However, the following procedures will apply:

- Students are expected to arrive at least 15 minutes before the start of every examination.
- On arrival, whether for revision for examinations, students must sign themselves in on a Year 11 notice board, which will be outside Room 30. On leaving they must sign out on the notice board.
- In case of illness, the school must be notified by 8.40am on the day of the examination.
- The start of the examinations cannot be delayed for any reason.
- The correct uniform must be worn while in school.
- Pens and equipment required for exams must be in a clear plastic case.
- Food and drink are not allowed in the examination room.
- Mobile phones must be switched off and kept in lockers; they must **not** be brought into exams.
- A study room will be made available for pupils throughout the school day if they wish to revise in school.

Your daughter has received her initial examination table. A more detailed version, with times and rooms, will be distributed after half term. Pupils have been informed that they will not be issued homework after Friday 10th November, so that they are able to devote time to exam revision instead. Pupils have been provided with blank mock exam revision timetables and have begun to fill these out. We hope that, together with the Year 11 mock exam revision guide, your daughter feels secure that she knows what to revise and is able to structure her time effectively.

Your daughter may have a language speaking exam scheduled between 27th – 29th November. Pupils should attend school as normal on these days and will be excused from lessons to complete their speaking exams. Lessons will run as normal on Thursday 14th December and any missed exams will be caught up as soon as possible.



Please continue to support and monitor your daughter in her work during the exam period so that she maintains a healthy balance between revision and rest. Do not hesitate to contact your daughter's form tutor or me if there are events and situations that occur which would affect her performance in the examination.

Kind regards,

Miss L Waite
Head of Year 11

Return to your daughter's FORM TUTOR by Friday 17th November 2017

YEAR 11 STUDY LEAVE FOR MOCK GCSE EXAMINATIONS

I wish for my daughter in Form to
take study leave from Thursday 30th November to Wednesday 13th December 2017 inclusive.

Parent/Carer signature: