



3rd May 2024

Dear Parents & Carers

Year 11 Key Dates & Important Information – *update*.

Much of the information below has already been shared in previous communications, however, we felt that it would be useful to repeat the messages as many of the dates mentioned are rapidly approaching.

Information added to this document will be presented in italics, so that the additional information is easier to identify.

The Summer Term

Students will be in lessons throughout this half term, during the first four weeks there will be the occasional exam. However, as we enter the final two weeks of the half term (May 13th onwards), the frequency of these exams will increase. During this two-week period, we will follow the same format that the students experienced in their mock exams.

This means that:

- For AM exams which always start at 9am, students will register at 8.35am as normal and then attend a timetabled booster session before their exam, after the exams students will return to lessons.
- For PM exams which always start at 1pm, students will have lunch in A3 at 12.30 before lining up for their exams at 1pm. (In many cases a booster will be timetabled for period 3). Students will depart school early following a PM exam rather than return to lessons.

After the half term break, year 11 students will only be required to attend school for their exams. However, should they wish there will be the opportunity for silent independent study in the LRC if students want to use this space for their studies.

Exam Timetables

A copy of the student exam handbook is attached to this letter, however, should you misplace or need additional copies it can also be found in the student room. Student's can access the exam timetables via the link below.

In addition to the exam timetable found in the student room, there is now also an updated version that now also includes the exam booster sessions. Booster sessions are schedules during registration for an AM exam and during period 3 for a PM exam. These sessions are not designed to 'cram' information. Rather to remind students of successful exam approaches and useful reminders of key vocabulary.

[The Student Room - Year 10 & 11 - All Documents \(sharepoint.com\)](#)

Please note this link can only be accessed by the student.

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Tandridge Learning Trust

Exam Regulations

Attached to this communication is a copy of the exam rules and regulations, whilst it is important that everyone has read this document to fully understand the process and avoid any issues, I will draw your attention to some key points.

- Uniform – students are expected to attend all examinations in full school uniform, which includes their blazer. Students that arrive inappropriately dressed will be denied entrance to the exam. Your support is essential regarding this point, so that students do not put themselves in a difficult position on the day of their exams.
- Equipment – students will be aware that their exam stationary should be within a clear pencil case and include a spare black pen. Specialist equipment is required for some examinations such as maths. A calculator should be brought to all science exams and the maths calculator papers.
- Phones and watches – Phones and watches are not permitted within the exam hall and should therefore be handed in before entering. This is very important – if a phone or smart watch is found once the exam is started, the school MUST report this to the exam board. There is then the chance that they may cancel your exams.
- Drinks – please remember that no food is allowed in the exam hall and only water in a clear plastic bottle (labels removed).

Student illness and/or late arrival

Any student who is unable to attend an exam must inform the Exams Officer immediately (in addition to reporting absence to the school in the normal way). We will explain the consequences of non-attendance at an examination and the effect this will have on the overall grade. Students are always encouraged to sit an examination in case of illness, with special consideration applied for when appropriate supporting evidence is supplied.

If a candidate arrives late or expects to arrive late due to travel disruption, or otherwise unavoidable circumstances, they should report to main reception on arrival in school. They will (where possible) be given the full time for their examination providing that adequate supervision arrangements are in place. A student who arrives after an examination has finished, or beyond the window where security of the paper can be guaranteed, will not be allowed to sit the examination.

Celebration Assembly & Prom

As there is no exam scheduled for the afternoon of the 23rd May, we will take the opportunity to hold a last formal assembly, a celebration assembly. Therefore, students will have the opportunity for shirt signing at morning break on this day, followed by the assembly period three – year 11 students will then depart for their half term break at approximately 12.30pm.

Afterschool Support sessions

Good numbers of students are consistently taking advantage of the support sessions after school, the days on which these occur are outlined below. These revision sessions or afterschool support – should not be thought of as extra lessons. Having studied for their GCSEs for two years, it's not a few extra lessons that will make a difference. What will make a difference is students having developed their independent study skills – the bulk of which will take place at home, ideally in a quiet distraction free place. The support sessions in school are to supplement this independent study, indeed the way in which these sessions are used best, is when students that have been working at home bring with them questions or aspects of work, they have found difficult.

	Monday	Tuesday	Wednesday	Friday
Week 1	SRW	Option C	Option A	Maths
Week 2	Science	Option B	English	Health & Social Care

Contingency day

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams. Students need to be available for rescheduled exams on the following dates, 13th June and 26th June.

GCSE Results Day

Thursday 22nd August. A further communication will outline the timings of the day. Please be aware that on collection of their results, students will receive information about post-result services (including access to scripts, Clerical rechecks and reviews of marking).

We wish all students sitting examinations this summer all the very best and remind them that we are here to provide support, advice and guidance.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'P Seward', written in a cursive style.

Mr P Seward

Deputy Headteacher