

November 2011

## Letter to all the Parents of Students in Year 11

Dear Parent

As we are approaching the year 11 mock examination period, I am writing to confirm the arrangements.

- The period for the exams is Monday 5<sup>th</sup> until Friday 16<sup>th</sup> December. Most of the major exams take place in the first week, with orals, etc, in the second. The school's prize days are on Tuesday 6<sup>th</sup> (girls) and Tuesday 13<sup>th</sup> (boys).
- The mock exam timetable is attached. Students should study it carefully, noting the start times of each session. Should there be any lack of clarity, they should ask well in advance.
- Students must arrive at the gym **on time** for the advertised start time of the examination  
Normally examinations start at 9:35am and 2:05pm, and we suggest arriving at least five minutes early.
- Students must ensure that they familiarise themselves with their personal timetable and that they **arrive at the correct time** for every examination, including when requested to start earlier eg because of the entitlement to extra time, or to fit all the examinations into the timetable.
- If a student does not have a timetabled examination session he or she is encouraged to stay in school and will be able to revise in a quiet room, supervised by a member of staff. Should your child stay at home for all or part of the day when no exam is scheduled, you must take full responsibility them.
- Boys who have a morning examination may attend early morning Shacharit, and there will be a Minyan for Mincha in the Beis Hamedresh each day at 1:40pm.
- Students must bring with them all equipment required and store writing materials in transparent bags: pencil cases are not allowed.
- Students will not be entitled to go to the toilet during exams of less than two hours, except in cases of medical necessity, and must plan ahead accordingly.
- Students are **only** allowed to bring a bottle of still mineral water in a clear plastic bottle into the examination hall for refreshment.

- Students are strongly advised **NOT** to bring mobile phones into school when they have exams. Any students who do bring phones are required to switch them off and surrender them **before** entering the examination hall. (Failure to do so in a public exam may result in your child being disqualified from the examination concerned and reported to exam boards, who may disqualify them from all exams.) The school accepts no responsibility for the security of mobile phones.
- Personal music systems of any type are not allowed in the examination hall.
- Students must wear full school uniform to all examinations and will not be allowed into the examination hall without it.
- Students must maintain absolute silence inside the examination hall. Any disturbance will be treated extremely seriously. Should a student be responsible for any disturbance to an exam, the invigilator may deduct marks from the script. In serious cases the offending student may be removed from the examination hall and will only be permitted to continue to sit remaining exams after a parental assurance about future conduct. We cannot jeopardise the integrity of our examinations and endanger the performance of other students if some misbehave. All incidents will be subject to the school's normal disciplinary procedures.

I thank you for your support in ensuring that the exams progress smoothly.

May I take this opportunity to wish your child every success in the forthcoming examinations.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M A Blain', written in a cursive style.

M A BLAIN  
Assistant Headteacher – Student Progress