

Dear Parent/Carer

**RE: PRE PUBLIC EXAMINATIONS**

Year 11 have made a good start to the year and are beginning to prepare for their Pre Public Examinations. Subject revision and intervention sessions are going well and it has been good to see so many of the students attend the 'How to Revise' workshops. Students will soon have an assembly to outline the exam procedures, this will then be accessible on the school's website in the Year 11 section for parents to look at from the beginning of December.

We have attached a copy of the general exams timetable for you and individual exam timetables will be issued the week before we break up. Please keep these safe and visible so that students can fully prepare for each exam. A generic copy of the exam timetable can also be found on the school website.

Morning exams start at 9am and students will need to ensure they are lined up ready to enter the exam room by 8.50am. For this reason we would appreciate your support in ensuring that your son/daughter is in school on time and has the relevant equipment for each exam.

Mobile phones and smart watches are strictly prohibited in the exam rooms. Students found with them could face disqualification from the exam as they would in the main Summer examinations. We have a secure room for all bags to be placed in and students will be reminded to put their phones in their bags prior to the exam starting.

If your son/daughter is generally unwell during the Pre Public Examinations, for example a headache, cold/sore throat etc, we would encourage them to try and come in and we can then make alternative arrangements if needed. If they display any Covid symptoms please contact us as early as possible to inform us and then the student must stay at home and isolate until they either have a negative test result or, if positive, until the isolation period ends. Please send a copy of the covid test results to Mr MacPhail or Mrs Abbott. Any student that is isolating due to Covid will be able to do their exams on their return.

As always, we have put measures in place to minimise any risks to our students. Students will sit their exams in well ventilated rooms, desks will be socially distanced and each student will be allocated specific seats, for core subject exams, these will be the same for every exam. Students will be allocated a specific room to store their belongings whilst they are in their examination and staff will monitor the entry and exit of each exam to ensure social distancing and that hand sanitiser is used.

It is important that students prepare for these examinations. If there was ever a case where we were asked to provide grades for students in the same way as last year, these Prelim grades will form part of that assessment, alongside other assessments in class.

Students will receive their results on the 29<sup>th</sup> of January. Should they receive a grade that is two or more below their target grade we will give them some additional support and then ask them to resit target questions or all of the paper for that subject. This will ensure they learn from any mistakes and help build their confidence, knowing they are capable of improving, in preparation for the real Summer exams.

During the exam period you may find your son/daughter feeling stressed and anxious. This is natural. However, should you feel they are experiencing extreme stress or anxiety, please let us know and encourage them to attend our wellbeing sessions on a Monday lunch in room A101. Students should be encouraged to get plenty of rest, exercise and to eat a healthy diet to prevent

additional stress during the exam periods. Please refer back to the information booklet we sent you in September for further guidance, a copy can be found on the Year 11 area of the school website.

During the exams week, we would encourage students to bring in some revision each day, as there may be occasions when they are not in an exam and are allowed to revise in lessons. This will be at the discretion of each individual teacher.

Should you have any concerns or questions please do not hesitate to contact either myself, Mr MacPail or Mrs Abbott.

Yours sincerely

Mrs C Wadsworth

Assistant Headteacher