



Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL

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Headteacher: Mr M Symes BA(Hons), NPQH

Wednesday 8th May, 2024

Dear parents, relatives and carers,

With external exams beginning tomorrow, here are the guidelines that we communicated to pupils regarding the procedures for exams, for your own reference:

- Morning exams begin at 9am.
- Pupils will be registered at 8:45am in the canteen. It is imperative that they are present for their mark at this time.
- During this time, pupils are provided with some extra breakfast, water and information about any revision sessions during the upcoming day.
- Pupils can access the school site from 8am, and revision rooms are being made available in T13 and R5 for pupils who wish to do some extra work in the morning before an exam.

Punctuality:

- If a pupil believes that they are going to be late for an exam, they should contact the school at the earliest convenience. Unfortunately, nothing can be done in this case, but we may be able to assist in them getting into school quicker. Pupils can enter an exam in the first thirty minutes following its start.
- If there is an incident in the local area which means a number of Year 11 pupils will be late, we can delay the start of an exam up to thirty minutes after the scheduled start time.
- Pupils are advised to get to school as early as possible when they have an exam starting at 9am.

Absence:

- If a pupil is unwell on the morning of an exam, they should still attempt to attend school.
- If there is no way that they can attend, medical evidence **must** be provided to explain the absence.

Advice:

- Ensure pupils know what exam they are sitting so they can fully prepare.
- Ensure pupils have all the equipment they need for each exam.
- Ensure pupils have a good meal the evening before an exam, and during the morning of an exam.
- Ensure pupils get a good night's rest the night before an exam.
- Ensure pupils arrive in school in plenty of time for their exams.

If you have any questions or concerns regarding any aspect of the exams, please do not hesitate to get in touch.

Myself and all the staff would like to wish our pupils the very best of luck in the exams.

Yours faithfully,

Mr Williams

Year 11 Progress Leader

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