



Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL

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Headteacher: Mr M Symes BA(Hons), NPQH

Monday 28th April, 2025

Dear parents and carers,

With external exams beginning soon, 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, juice and information about any revision sessions during the upcoming day.
- Pupils can access the school site from 8am, and revision sessions will be available as well as quiet rooms to study.

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.

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. Without medical evidence, the exam is given a zero score.

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 in a transparent pencil case.
- Ensure pupils have a calculator, they need it for subjects other than maths.
- Ensure pupils have a clear water bottle so they can hydrate during the exam.
- Ensure pupils have a good evening meal and breakfast before an exam.
- Ensure pupils get a good night's rest the night before an exam.

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,

Miss Harris

Year 11 Progress Leader

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