

Dear Parents and Carers,

As we approach the critical period of GCSE examinations, we want to ensure that our students are fully prepared and supported. To this end, we have provided an overview of the key information and guidelines that will help our students navigate this important time during an 'Exam Preparation Assembly' this week..

Exam Preparation and Support Structures

Our goal is for each student to perform at their best, and we encourage them to commit fully over the next few weeks. We understand the pressures that come with exam preparation and have set up several support systems:

- Masterclasses will be held the day before and the morning of each exam. These sessions are crucial for last-minute preparations and clarifications.
- We advise students to utilise their 'Champions'—support figures at home and school—who can provide guidance and motivation.
- Family support is also vital; we ask that you discuss with your child how best you can assist them during this period.

Role and Importance of Invigilators

Invigilators play a crucial role in maintaining the integrity of the examination process. Their responsibilities include:

- Supervising students to prevent and address any examination irregularities.
- Managing attendance and seating arrangements.
- Ensuring that the examination environment is conducive to focused work.

Examination Conduct and Rules

It is imperative that students adhere to the examination rules strictly:

- No electronic devices: All mobile phones and watches must be turned off and stored away as specified.
- Clear pencil cases only or necessary equipment out of any bags.
- Dress code: Students must wear SWS-branded clothing, as per JCQ regulations. Eg, school uniform
- Arrival times: Students should arrive on time for all exams, as late arrivals may not be allowed to enter the exam hall.

Penalties for Misconduct

To ensure fairness and integrity, any deviation from the rules will result in severe penalties:

- Failure to attend an exam without justification or inadequate attempt at an exam will incur a fine. Each exam entry ranges from £50-£80
- Any form of cheating will be reported and is likely to result in the annulment of the exam result for that paper.

Schedule and After Exam Information

- Exams will start promptly at the times scheduled (morning sessions at 8:45am and afternoon sessions at 1:15am).
- The end of the exam season will bring several events such as the Prom and Leavers' Assembly, which will continue to depend on students' behaviour and attendance.

Continuous Revision

There is no such thing as a 'free period' or 'study leave' during the exam period. **Students should have revision materials with them at all times and utilise every opportunity to review and prepare.** The upcoming May half term will also include revision sessions which we encourage students to attend.

English will be Monday AM, Maths will be Wednesday and Sunday 2nd May (Yes, a Sunday!) and Science will be Thursday AM. More details to follow separately.

Results Day

Please note that exam results will be available on the 22nd of August between 9:00 and 10:30 AM. Results must be collected personally and will not be transmitted electronically or through third parties.

We ask for your support and cooperation in reinforcing these expectations and helping your child manage their preparation time effectively. Together, we can make this a successful exam period for all involved.

Thank you for your attention and commitment to your child's education.

Yours sincerely,

Michael Smissen.

Deputy Headteacher

Sir William Stanier School