

11th March 2020

Dear Parents/Carers

Re: Examinations 2020

Please find enclosed an exam timetable for your child which shows the exam titles they have been entered for and the dates and times exams will take place. All exams will be taken at Sutton House Academy, Wentworth Road, **unless otherwise stated**. Pupils will need to arrive at least 15 minutes before the start time of each exam for registration in full uniform please.

I enclose information, for the purpose of making entries your child's personal data, (name, date of birth and gender) has been transferred to the relevant examining boards.

The leaflet 'Information to Candidates', outlines the very strict exam board regulations regarding the possession of mobile phones and all other electrical equipment, i.e. iPods, MP3 players etc. Any candidate found with forbidden equipment has to be reported to the exam board, this may result in disqualification. Please go throughout this leaflet with your child.

Under examination rules, pupils are required to remain supervised for a specified period of time and will not be allowed to leave the examination rooms until permission has been gained by the invigilator. On the day of the exam all stationery will be provided. Once the examination has finished pupils are free to leave. If you have any concerns regarding these exams please do not hesitate to contact your child's teacher or myself.

If your child is ill on the day of the exam, please phone the school office to report their absence.

The results of the examinations will be available for collection on Thursday 20th August from 9:00am until 11:00 am – please use the Sutton House entrance.

I wish your child every success in their exams.

Yours sincerely

Alexis Bull
Headteacher

