

Our ref: HG/ EFi
March 2026

Dear Parents and Carers

Year 10 PPE Timetable

Further to our PPE subject guidance letter please find attached the timetable for the Year 10 trial exams which will **begin on Tuesday 14th April**. Year 10 students will have a combination of examinations and lessons during the examination phase and therefore will need to bring revision materials to lessons so that, where possible, they can revise when they are not in an examination. Students will receive a personalised copy of the timetable showing their exams, seat numbers and locations on Monday 13th April. If your child has an exam clash this will be dealt with on their personalised timetable. Additionally, if your child has a specific access arrangement our Learning Support team will speak with them about their arrangements.

Please note that all morning exams will start at 9:00am, and all afternoon sessions will begin at 1.45pm. Your child needs to be outside their exam venue at least 15 minutes before the start of the exam. **If you usually collect your child from school, please note that during this exam phase all examination students will be dismissed from school directly after their afternoon examinations.**

During the exams we expect students to:

- Display exemplary levels of behaviour, attendance and punctuality.
- Arrive in full school uniform.
- Be organised - make sure they bring the correct equipment to school, including calculator, black pens, pencils, eraser, a protractor, a pair of compasses, and a ruler.
- Remember to follow the guidance from JCQ <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/> including handing in all phones, earphones and watches to invigilators at the start of the exam. **These items cannot be left in school bags.**

We urge families not to make any non-urgent appointments during the exam phase. We will **not** be able to reschedule missed examinations due to the proximity of this cycle to national exams and the availability of invigilators. These examinations are a crucial part of the preparation for final GCSEs and should be approached with a similar degree of seriousness and effort. Whilst they are in some ways a dress rehearsal for the real exams, they are undoubtedly a key part of the learning process required to ensure that students achieve their full potential next summer. Students should approach these examinations with a determination to do their best and therefore prepare thoroughly.

Yours sincerely



Ms Harkiran Grewal
Co-Head of School