



Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
Tel: 01706 825 215 Email: woodhey@woodhey.set.org Online: www.woodhey.bury.sch.uk
#TeamWoodhey

29th November 2022

Dear Parents and Carers,

This letter contains important information regarding your child's forthcoming January Travel and Tourism: The UK Travel and Tourism Sector exam on Friday 13th January at 9am.

They will be bringing home a copy of their timetable. Please can you check the details on their timetable as these will appear on their exam certificate which is a legal document. Please inform us immediately if there are any mistakes, as any mistakes not identified after Friday 9th December will incur a charge for parents and carers from the examination board. This cost is currently £45. Please check that the following are correct:

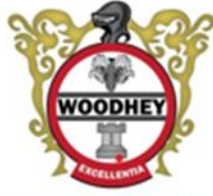
- **Name** – Check the name shown on their timetable is their full legal name (e.g. the name on their passport, birth certificate) and that it is spelt correctly
- **Date of Birth**

It is your child's responsibility to attend their exam at the correct time; they need to arrive in school on time for 8.30am and will be escorted to the Frank Bennett Hall for 8:45 a.m., they **must not** be late.

Your child must bring the correct equipment to their exam. Please support your child in ensuring they have all the necessary equipment:

- Black pens, pencil, rubber, ruler, sharpener
- Calculator (for certain exams)
- A highlighter (for any subject where students need to highlight sections of text e.g. English)

Please note that only clear pencil cases or clear plastic bags are allowed in the exam room. Water may also be brought into the exam room but only in a clear, unlabelled plastic bottle. There must be no writing of any kind on these items.



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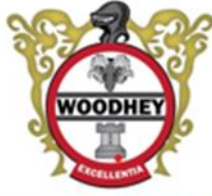
During an exam period it is important that, as a school, we maintain the high standards and expectations that we have for our students. This helps to set the right environment in the exam room. Please be aware that uniform rules still apply to exams and students who do not meet our high standards will not be allowed into the exam room.

In the exam room, students must not have in their possession any unauthorised objects or materials. This includes headphones, mobile phones, watches and digital devices such as iPods, MP3/4 players and any other web-enabled devices. Please would you also remind your child that they must not have any revision notes, homework diaries or any other paperwork in their blazer pockets. Calculator lids and geometry tins/boxes must not be brought into the exam room. Money and keys should be zipped securely in their inner pocket. If they bring into the exam room any unauthorised items they will be reported for malpractice. We would appreciate your help and support in reinforcing this with your child.

Please find attached a copy of "JCQ Information for Candidates for Written Examinations", "Information for candidates using social media and examinations/assessments" and the "JCQ Privacy Notice", it is important that they read and understand them.

If your child is ill they **must** come into school and we will do everything we can to support them and ensure that they receive the best result possible. Any student who fails to attend an exam for reasons the school does not regard as acceptable will be charged accordingly.

If your child attends the exam but is unwell, or if something affects your child's performance before or during their exam, please can you contact me: exams@woodhey.set.org, before or immediately after the exam as we may be able to apply for special consideration on their behalf. I have attached the "JCQ A Guide to the Special Consideration Process" with more information.



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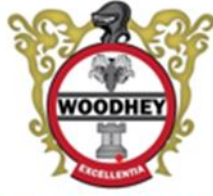
Post Results/Results

The results day for the January exams will be on Thursday 23rd March 2023. On receipt of their results your child will have the opportunity to consider applying for the various post result services offered by the awarding bodies, which include the purchase of their exam paper and reviews of marking. The services come at a cost which would have to be borne by you and they are available for a limited time. Full details of what is available, associated costs and timescales will be included in your child's results pack.

Yours faithfully,

C. Dewhurst

Clare Dewhurst
Exams Officer



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