

Dear parents / guardians / carers,

I am writing to you to let you know about the arrangements for Year 10 pupils, who are sitting their GCSE English Literature exams on Tuesday 22<sup>nd</sup> and Friday 25<sup>th</sup> May. We have moved the English Literature examinations to Year 10 to allow pupils to focus solely on this element of English study this year, and English Language through Year 11 - the intention being also to reduce both stress and the number of exams sat in Year 11. In order for these exams to run as smoothly and stress-free as possible, there are some important messages to give you about these days.

Both exams are scheduled to run on the mornings of the two dates above. However, with the whole of Years 10 and 11 all sitting these exams, we cannot run the exams at the same time for all pupils. Therefore, Year 11 will sit their exam first, starting at 9am, followed by Year 10 at around 11am on the 22<sup>nd</sup>, and around 11.45am on the 25<sup>th</sup>, once Year 11 have finished and the Main Hall and other exam spaces have been prepared for the Year 10 pupils. The plan is as follows:

- All Year 10 pupils arrive at school at the normal time and register with their tutors.
- At this point, all phones, without exception, will be collected, to be returned after the exam has finished. THIS IS AN EXAM BOARD REGULATION – FAILURE TO COMPLY COULD RESULT IN A MARK OF ZERO BEING AWARDED FOR THIS EXAM, AND POSSIBLY THE ENTIRE SUBJECT. TO MAKE THIS PART OF THE DAY EVEN SMOOTHER, IT IS ADVISED THAT YEAR 10 PUPILS DO NOT BRING PHONES TO SCHOOL ON EITHER OF THESE DAYS.
- All pupils will then move to the Orange Zone at 9am where they will be met by the English Department staff and told which room to go into.
- All pupils then will be 'quarantined' in the English classrooms for the duration of the time that the Year 11 pupils are sitting the exam. During this time, the English teachers will run revision and exam preparation sessions to help the pupils get into the right mindset to sit their exams.
- At break time on the 22<sup>nd</sup>, canteen staff will provide a limited service of drinks, cookies and sandwiches in the Orange Social area.
- At 10am and 11.20am on the 25<sup>th</sup>, canteen staff will again provide this service, with the addition of hot food items of pizza slices and paninis at 11.20am. THESE HOT ITEMS WILL ONLY BE AVAILABLE TO THOSE WHO PRE-ORDER BY LUNCHTIME ON THURSDAY 24<sup>TH</sup> MAY.
- On both days, the canteen staff will be accepting cash as payment. Our advice however is to ensure that pupils bring a packed lunch with extra food and drink if necessary. DRINKS MUST BE IN CLEAR BOTTLES WITH ALL LABELS REMOVED. THIS AGAIN IS AN EXAM BOARD REGULATION AND APPLIES TO ALL EXAMS. IT IS IMPORTANT TO REMEMBER ALSO THAT PENCIL CASES MUST ALSO BE CLEAR, WITHOUT ANY MARKINGS OR DESIGNS ON THEM.
- When the Year 11 pupils have finished their exam and cleared the hall, Year 10 pupils will be moved to the canteen, from where they will be called into the Hall or other classrooms to sit their paper.
- After their exams, they will go to their lessons that will run as normal for the remainder of the days. The exam on the 22<sup>nd</sup> runs for 1hr 45mins, and on the 25<sup>th</sup>, 2hrs 15mins.

I appreciate that this is a lot to take in, but we want to make sure that these days will be as smooth and stress-free for our pupils as possible. More than anything, we want all pupils to be successful and proud of their efforts – they have worked extremely hard this year in preparation for these

exams and while we recognise that there will be some nerves, we will do everything we can to alleviate these. If you have any further questions about these exam days, please do not hesitate to contact us.