

AW/CMA

Friday 21, October 2016

Dear Parent/Guardian

Re: Year 11 Mock Examinations - November 2016

The Year 11 Mock Examinations will begin on **Monday 21st November** and will finish on **Friday 25th November**.

Morning exams will commence at 08.45am and afternoon exams 13.25pm prompt. The examinations will take place in the Main Hall and Sports Hall. There will be two examinations sessions per day. It is very important that the students experience formal type examinations as these will help to prepare them for the GCSE examinations.

When students do not have an examination they will be expected to attend lessons as normal.

Please be advised that it is the responsibility of the students to arrive fully equipped with the relevant examination stationery such as calculators and black pens.

It should be noted that some examinations will not finish until approximately 3.30pm. Students who travel by school bus will therefore have to make alternative arrangements on this day.

This is an extremely important time in name's school career and I trust that you will help us give your son/daughter every encouragement and support. A copy of the exam timetable is printed overleaf for your convenience and a copy of the Joint Council Qualifications rules and regulations is attached.

If you require further information please do not hesitate to contact me at the school on 01492 864200 ext 4275

Yours faithfully

K.O'Connor

**Miss K O'Connor
Examinations Officer**