

AW/CMA

Friday, 24th November 2017

Dear Parent/Guardian

Re: Year 10 Mock Examinations – December 2017

The Year 10 Mock Examinations will begin on **Monday 11th December** and will finish on **Friday 15th December**.

Morning exams will commence at 08.45am and afternoon exams 13.25pm prompt. The examinations will take place in the Sports Hall.

Monday 11th and Friday 15th December there will be a mid morning exam commencing at 11.30am therefore lunch will be pushed back to 12.45 - 1.25pm for these two dates. All students will be asked to report to the restaurant at 1.10pm on the normal school bell and congregate there for the remainder of their lunch time. At 1.25pm where they will then be escorted to the exam hall for the afternoon exam.

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 your son/daughter's school career and I trust that you will help us give them 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 864275.

Yours faithfully

K O'Connor

**Miss K O'Connor
Examinations Officer**