

Dear Parent/guardian

I am writing to you to inform you of the arrangements for your child's GCSE science biology re-sit examination on Friday 7th June.

The examination will be taken by all of our year 10 students and some of our year 11 students. This has resulted in the number of students sitting the examination exceeding the maximum capacity of the examination hall. The consequence of this is the school having to provide two examination sessions to ensure all students can complete the examination in the examination hall and comply with the GCSE examination regulations. Your child will be sitting the GCSE biology examination in the **second session**, and will not be able to start their examination until approximately 3.45pm. This will mean that they will not be able to leave the school to travel home until approximately 5pm. With this in mind, please can you ensure that your son/daughter is able to travel home at this time on Friday 7th June. We apologise for any disruption this will cause.

In order to comply with GCSE examination regulations **all year 11 students entered for the examination will need to be present in school by 1pm**. With this in mind please could you remind your child to be present on the school site no later than 1pm on Friday June 7th, as if they are not present we will not be able to allow them to sit the examination and they will be charged the full examination entry fee due to their absence from the examination. **The will be lining up in the main school hall at this time.**

Between 1pm and 3.10pm the science teaching staff will be providing revision activities to help to prepare the students for their examination, so attendance and focus in these sessions will positively impact your child's performance in the examination. The students are free to bring snacks and drinks for the afternoon revision session if they wish, and we would strongly recommend that they bring their revision materials with them to these sessions.

A major part of the GCSE examination regulations is the complete ban of the use of mobile phones during examination sessions. It is imperative that your child does not use their mobile phone at any time on site during the revision activity, as if they do they will not be able to sit the examination afterwards.

Thank you for your continued support during the examination period. If you have any queries please do not hesitate to contact the school.

Yours sincerely,

Mr S C Fordwhalley  
(Assistant Headteacher / Head of Science)