

Dear Parent / Carer

YEAR 11 GCSE EXAMINATIONS May/June 2016

Your son has been given a timetable for Summer Examinations, which I suggest is put on display in a prominent place at home.

Pupils are to ensure that they arrive at least 30 minutes prior to the start of their examinations and have sufficient equipment ie: 3 black pens, rulers, pencils, rubbers, scientific calculators where appropriate etc.

Normal lessons will continue during the examination period and they will be given a timetable of lessons next week. **Please check the times and dates carefully.**

Pupils must line up in alphabetical order outside the Sports Hall/Gym/room H10/H11 in **full school uniform**. Bags and coats must be put at the back of the venue. However, we advise that no valuables are left in bags or coat pockets.

Mobile phones **must be switched off and placed in clear folders placed on desks which will be collected in and returned after each examination. No wrist watches are allowed.**

Any serious breaches of the examination regulations will result in disqualification from the paper being taken and could result in disqualification from all public exams.

Pupils must therefore prepare thoroughly for their exams by planning a revision programme.

May we take this opportunity to wish your son every success?

Yours faithfully

C. Abimbola
Assistant headteacher