

October, 2009

Dear Parents/Carers,

GCSE EXAMINATIONS – NOVEMBER 2009

I am writing to provide you with the **timetable** and **Statements of Entry** for the forthcoming GCSE Examinations to be taken by your son/daughter. The units in Science, Additional Science, Triple Science and Mathematics contribute to the final awards in these subjects next summer.

As I am sure you are aware, these are very important examinations. It is essential, therefore, that your son/daughter prepares thoroughly and does the very best he/she can. The results of these examinations may have a major impact on what they are able to do in the future.

Students should arrive promptly to school having looked closely at the examination timetable beforehand. The duration of each examination, the start time and the venue are indicated on the timetable. Students will be expected to arrive at least 10 minutes before their exam is due to start. Those students who rely on buses must ensure they allow themselves plenty of time to get here before the start of the examinations. When the examinations have finished, students will return to their normal lessons, which means they must bring their normal equipment and books.

These examinations are formal GCSEs and, therefore, expectations regarding behaviour will be stringent and in accordance with JCQ Regulations. Silence must be maintained from the time of lining up to enter the examination room, throughout the examination and until after they leave the examination room. All students must wear full school uniform. **Mobile phones, MP3's and iPods must be switched off and handed in to the invigilator before entering the examination room. Failure to comply with these regulations could result in a report being made to the examination board and the possible cancellation of all marks relating to that particular examination.** I have attached a notice from the Joint Council for Qualifications (JCQ) covering all of the rules and regulations for all examinations held in the period 1 September 2009 to 31 August 2010 (see attached). These notices will also be displayed inside and outside all examination venues.

Please ensure that your child arrives properly equipped. They will need 2 pens (black ink only), a pencil, a rubber, ruler, protractor and calculator. Please note that the school is not in a position to lend out calculators to students and they are not permitted to share, so failure to bring one could **seriously disadvantage** your child. **Equipment must be brought in a clear see-through pencil case or plastic bag.**

If your son/daughter is unable to attend an examination due to illness, it is important that you ring the school as soon as possible to inform us of the situation. It is also vital that you provide the school with a Doctor's Certificate which we have to send to the examination board.

If you have any questions or queries regarding the above examinations, please do not hesitate to contact Mr Hall (the Examination Officer) on the school telephone number.

Yours faithfully,

Ms G. Mason
Assistant Head Teacher