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Headteacher: Mrs Rachel Kelly BA (Hons)

March 2023

Dear Parent/Carer

Please find attached your son/daughter's statement of entries for Summer 2023 exam series, which has been issued from the exam boards.

May I kindly request that you check the following details:

- All of the subjects which are currently being studied are included
- Legal forename and surname are correct as these will be reproduced on GCSE examination certificates in due course
- The correct date of birth is displayed

It is the responsibility of parents to ensure that students are present in school and ready to take all of their examination papers a minimum of 15 minutes prior to the published time. There is categorically no flexibility in the starting time of these exams and students need to be settled and ready to achieve their best in all papers.

Usual lessons will take place through the first 3 weeks of the written examination period and full attendance at school is expected. From Tuesday 6 June lessons will continue in subjects which still have exams to complete, however students can choose whether to attend lessons or revise at home. This will enable all students to benefit from the full support of their subject teachers right up until the last examination. In addition, it is vitally important that attendance at school is as close to 100% as possible over the weeks leading up to the exams as deadlines for the completion and submission of controlled assessment tasks are very close. There can be no extension time given for any students who are absent during their controlled assessment task and failure to complete the set tasks will be reflected in the final grades awarded. Please be advised not to book any holiday/appointments between now and the end of June.

**If there are shorter duration exams, please be advised that no student is allowed to leave school before 10.00am or 2.30pm if the exam is scheduled to start at 1.00pm.**

Should your son/daughter be absent from any of the published examination papers, medical evidence must be presented to the exams officer, within two school days of the examination. Failure to present this evidence will result in your son/daughter receiving zero credit for the element of the examination he/she has failed to attend. This will obviously have a serious impact on the final grade awarded.

If your son/daughter is likely to be late for the examination (for any reason), please telephone the school at the earliest opportunity to make us aware of the circumstances. It may be possible for them to be present for the remaining period of the examination and so achieve some of the marks. If they are very late and arrive after 9.00am they may not be allowed entry into the exam room. The parent/carer may be invoiced for any unattended exam unless medical evidence is received by the school.



The examination timetable you have received has been produced centrally by the exams awarding body and is not under the control of the school. If an exam is missed, it cannot be rescheduled. You may notice that, in a small number of cases, there are clashes where a student may be required to take more than 1 examination within the same time period. Obviously, this is not possible and we will be making alternative arrangements for any student affected by this. The Exams Officer will speak to any student this affects individually and make arrangements for the exams to be taken consecutively, according to JCQ rules.

Please ensure your son/daughter is prepared for the exams with all of the necessary equipment. This can be a stressful time for students, so we recommend a sufficient amount of sleep each night, followed by a substantial breakfast before leaving home.

We wish all of our students the very best of luck as they reach the final phase of their GCSE studies. Should students or parents have any queries please contact Mrs Eady, our Data and Exams Manager, who will be only too happy to help. Her email address is [exams@stourvalley.org](mailto:exams@stourvalley.org), or she can be contacted using the school telephone number.

Please return the attached reply slip to the exams office by Wednesday 29<sup>th</sup> March to acknowledge receipt of the exams timetable. Please include any amendments on the reply slip.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R Kelly', with a long horizontal flourish extending to the right.

Rachel Kelly  
Headteacher

Encs.

