



Dear Year 11,

Well done for the excellent start you have made to the examinations season. I thought I would take some time to write to you to remind you of a number of things that will help maximise your effectiveness in the exams.

Preparing for an exam

Firstly, please ensure that you have looked ahead of time at the room and seat number for your exams each day. This will enable you to focus on your exam and help with your composure before your start. You have been emailed your individual room and seating arrangements. Alternatively, they are also posted for you outside the diner on the notice board.

Please also ensure that you bring all your equipment to the examination. You will be informed in the exam if a piece of equipment is not allowed.

You have been excellent in remembering to bring your examination cards with you. This has been so important in enabling our exams to start in good time. Please continue to do this.

Uniform while at school

In addition, please remember to continue to following our school uniform policy. This is necessary as you are our eldest students and many in the school will look to you as a good example. In particular, please do not bring hoodies (even your wonderful leavers hoodies) into the examination room. They are not school uniform and do not follow the JCQ rules in regards to acceptable clothing in examinations.

Again, well done for an excellent start to the exams. Please remember that the diner and refectory are available for you to study in at school. All your teachers are also available to revise with during your regular timetabled lessons.

Adam Smith
Assistant Headteacher for Assessment and E-Learning