



January 2020

Dear Parent/Carer of ...

Year 10 Trial Examinations – February 2020

Please find attached a copy of the Year 10 Trial Examinations timetable. These examinations will take place between **Monday 3rd February and Friday 14th February 2020**.

Your son/daughter has today been issued with 2 personalised copies of the timetable. It is essential that students keep these timetables safe as the venues and seating arrangements for the exams are shown on their timetable.

These are vitally important exams and we would be grateful if you, as well as your son/daughter, make a careful note of all the arrangements. It is essential students are punctual for each examination and come to school fully equipped to take the exams.

Students should go to form first to register prior to any morning examinations and then report to the examination venue. Morning examinations start at 9.15am; students must be at the correct venue by 9.00am. Afternoon examinations start at 1.30pm (1.15pm on Wednesdays). Students should report to the examination venue at the end of lunch at 1.15pm (1pm on Wednesdays). It is essential that students are punctual for each examination.

Once again we would like to reinforce the fact that **mobile phones or other data receiving devices such as smart watches**, are **not** allowed in the examination room under any circumstances. If your son/daughter is found to be in possession of a mobile phone (or any other type of electronic communication or storage device) during an examination (even if it is turned off) it will be taken from them. Pencil cases must be clear and see through. Water only can be taken into the exam, but must be in a clear bottle without any label.

We expect all students to conduct themselves appropriately and I'm sure that we can count on your support to ensure that your son/daughter achieves the results that his/her potential indicates. Those students who are not in the examinations will be expected to be in their normal lessons.

If you have any questions or concerns, please do not hesitate to contact me, or Mr Banks, Deputy Head Teacher.

Yours sincerely

Mrs Terry Ingham
Examinations Officer

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