

November, 2017.

To Parents of Year 11 Students

Dear Parents,

GCSE Mock Examinations – December 2017

GCSE mock examinations which take place in school between Monday 11th and Friday 22nd December. Your daughter will receive her timetable via her school email, the timetable will also be on the school website and sent to parents via Groupcall.

These examinations, if prepared for effectively, will provide both students and staff with the best indication of their progress so far and will also enable students to make informed choices when planning their studies post – 16.

From Monday 11th – Friday 22nd December, your daughter is expected to be in school for all sessions in which she has an examination,

Morning exam start at 9.00 am	Students should be in school for 8:45 and wait in form rooms (unless alternative arrangement in place).
Exam after recess (10:35)	Students should be in school for 10:15 and go directly to the Gym.
Afternoon exams start at 1.35	Students should be in school for 1:15 and go directly to the Gym (unless alternative arrangement in place).
	Alternative arrangements
Monday 11 th (pm)	All candidates have study leave. Concert rehearsals for those involved.
Tuesday 12 th (pm)	Music candidates (28 candidates) Please go directly to MR1
Wednesday 13 th (pm)	German (49 candidates) and Spanish (47 candidates) Please wait in rooms 16/17/18
Thursday 14 th (pm)	Prizewinners to attend rehearsal in the Hall at 2.05pm.
Tuesday 19 th (pm)	Geography 2 (79 candidates) Please wait in rooms 16/17/18

Morning examinations will begin promptly at 9.00am for the first session before recess, 10.35 for the session after recess, and at 1.35pm for afternoon examinations. Students with a language oral examination are to go directly to their allocated room at the correct time. All students must remember to sign in and out of school when attending these sessions.

Your daughter must arrive in school in time for the first session in the day in which she has an examination and must remain in school until after her final examination or planned activity of the day. Some afternoon sessions have been allocated as study leave sessions so your daughter may leave school after her morning examination(s) but must sign out before leaving the school building. Study leave allows students time for effective individual revision, and helps students learn to manage their revision.

It is necessary for both parents and school to know whether a student is studying at home or in school on occasions when she does not have an examination, I have asked your daughter to indicate her intentions on the attached examination timetables. Once we have received these timetables, your daughter may not change her mind about where she wishes to study at a given time.

If your daughter wishes to study in school she must go to the Gym where candidates will also be sitting mock examinations. All study in school must be done in silence. When studying in school your daughter should be punctual and have enough work with her to take into the Gym for each session to minimise disruption to mock examinations.

Two copies of the examination timetable are attached please keep one of these for reference and return the second to your daughter's form teacher after you have discussed it with your daughter and signed the consent form attached. Please return the timetable containing the consent form by **Monday 4th December at the latest**. If this is not returned, we will assume your daughter does not wish to have any study leave and will expect her to stay in school throughout the examination period.

Any absence should be reported to the school by 8.30 am. If your daughter is ill and misses an examination, she will be expected to see Mrs Parker-Hall on her return to make arrangements to take any missed papers. If this cannot be scheduled during the main examination window she will be expected to attend school on the morning of Friday December 22nd in order to complete any missed papers.

The morning of Friday 22nd is also allocated as catch up sessions for any candidates that have missed any examinations or assessments during the Autumn Term. Only candidates with examinations, or assessment catch up sessions are required to attend. Please ensure catch up sessions are arranged in advance with your subject teacher.

We hope that the examinations go well for your daughter. We will send you a list of her results next term, before the Parents' Consultation Meeting on **Thursday 25th January 2018**.

Yours sincerely,
Mrs L. Kennedy (Examinations Officer)

PARENTS PLEASE RETAIN THIS COPY OF THE TIMETABLE

YEAR 11 MOCK EXAMINATIONS, DECEMBER 2017

Student name:

Form:.....

Students to complete the timetable grid below.

Please indicate in the blank rectangles one of the following options.

E - you are taking a subject examination

S - you are studying at school

H - you are studying at home

Language orals will also be taking place during the mock exam period. Students with a language oral examination are to go directly to their allocated room at the correct time. All students must remember to sign in and out of school when attending these sessions.

WEEK COMMENCING 11th DECEMBER 2017 (WEEK B)					
Lesson	Mon Dec 11 th	Tues Dec 12 th	Wed Dec 13 th	Thu Dec 14 th	Fri Dec 9 th
09.00 10.15	ENGLISH LANGUAGE 1 HOUR	MATHS 1 1 HOUR	RS 1 55 MINS	MATHS 2 1 HOUR	ART 3 HOURS D&T 1 HOUR 30 MINS
E-S-H →					
RECESS 10:15 – 10:35					
10.35 11.35	CHEMISTRY 1 HOUR	HISTORY 1 HOUR 35 MIN	GEOGRAPHY 1 1 HOUR 30 MIN	BIOLOGY 1 HOUR 45 min	
11.35 12.35					
E-S-H →					
LUNCH 12:35 – 13:35					
13.35 14.35	STUDY LEAVE	PE 1 1 HOUR 15 MIN MUSIC 1 HOUR	GERMAN 1 1 HOUR SPANISH 1 1 HOUR	FRENCH 1 1 HOUR	PRIZE GIVING
14.35 15.35				PRIZEGIVING REHEARSALS	
E-S-H →					
WEEK COMMENCING 18th DECEMBER 2017 (WEEK A)					
Lesson	Mon Dec 18 th	Tues Dec 19 th	Wed Dec 20 th	Thu Dec 21 st	Fri Dec 22 nd
09.00 10.15	ENGLISH LIT 1 HOUR	RS 2 55 MINS	MATHS 3 1 HOUR	STUDY LEAVE	CATCH UP INCLUDING CONTROLLED ASSESSMENT
E-S-H →					
RECESS 10:15 – 10:35					
10.35 11.35	AS COMPUTING 1 HOUR 30 MIN DRAMA 1 HOUR 45 MIN	PHYSICS 1 HOUR 45 MIN	FRENCH 2 1 HOUR 15 MIN	STUDY LEAVE	CATCH UP INCLUDING CONTROLLED ASSESSMENT
11.35 12.35					
E-S-H →					
LUNCH 12:35 – 13:35					
13.35 14.35	SPANISH 2 1 HOUR 15 MINS	GEOGRAPHY 2 35 MIN	GERMAN 2 1 HOUR 15 MIN	PE 2 1 HOUR 15 MIN	HOLIDAY
14.35 15.35					
E-S-H →					

**PARENTS PLEASE RETURN THIS COPY OF THE TIMETABLE TO MISS CHANDEGRA IN THE KS4
OFFICE BY MONDAY 4th DECEMBER
YEAR 11 MOCK EXAMINATIONS, DECEMBER 2017**

Student name:

Form:.....

Students to complete the timetable grid below.

Please indicate in the blank rectangles one of the following options.

E – you are taking a subject examination

S – you are studying at school

H – you are studying at home

Language orals will also be taking place during the mock exam period. Students with a language oral examination are to go directly to their allocated room at the correct time. All students must remember to sign in and out of school when attending these sessions.

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11.35 12.35					
E-S-H →					
LUNCH 12:35 – 13:35					
13.35 14.35	SPANISH 2 1 HOUR 15 MINS	GEOGRAPHY 2 35 MIN	GERMAN 2 1 HOUR 15 MIN	PE 2 1 HOUR 15 MIN	HOLIDAY
14.35 15.35		STUDY LEAVE			
E-S-H →					

I have received the letter concerning examination arrangements between Monday December 11th and Friday December 22nd 2017. I consent to my daughter studying at home during the sessions she has indicated on her timetable above and accept full responsibility for her during these sessions.

Signature of Parent:..... Date: