

To Parents of Year 11 Students

November, 2018.

Dear Parents,

GCSE Mock Examinations – December 2018

GCSE mock examinations will take place in school between Monday 10th and Friday 21st December. Timetables will be issued via school email and school website. It will also be sent to parents using 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 Post -16 studies.

From Monday 10th – Friday 21st December, students are expected to be in school for all examination sessions as follows:

Morning exam start at 9.00 am	Students should be in school for 8:45 and wait in form rooms.
Exam after recess (10:35)	Students should be in school for 10:15 and go directly to the Gym or allocated exam room.
Afternoon exams start at 1.35	Students should be in school for 1:15 and go directly to the Gym or allocated exam room.

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.

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

It is necessary that parents and the school know whether a student is studying at home or in school on occasions when they do not have an examination, I have asked your child to indicate their intentions on the attached examination timetables. Once we have received these timetables, students may not change their mind about where they wish to study at a given time.

If your child wishes to study in school they must go to the Gym or allocated room where candidates will also be sitting mock examinations. All study in school must be done in silence. When studying in school your child should be punctual and have enough work with them 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 child's form teacher after you have discussed it with your child 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 child does not wish to have any study leave and will expect them to stay in school throughout the examination period.

Any absence should be reported to the school by 8.30 am. If your child is ill and misses an examination, they will be expected to see Mr Brown on their return to make arrangements to take any missed papers. If this cannot be scheduled during the main examination window they will be expected to attend school on the afternoon of Thursday 20th and/or the morning of Friday December 21st in order to complete any missed papers.

The afternoon of Thursday 20th and the morning of Friday 21st are 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.

Please note that students who won prizes in Year 10 will need to attend a rehearsal in the Hall on Thursday 13th December at 11.45am.

We hope that the examinations go well for your child. We will send you a list of her results next term, before the Year 11 Parents' Evening on **Thursday 31st January 2019**.

Yours sincerely,
Mrs L. Kennedy (Examinations Officer)

PARENTS PLEASE RETAIN THIS COPY OF THE TIMETABLE

YEAR 11 MOCK EXAMINATIONS, DECEMBER 2018

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 10th DECEMBER 2018 (WEEK B)					
Lesson	Mon Dec 10 th	Tues Dec 11 th	Wed Dec 12 th	Thu Dec 13 th	Fri Dec 14 th
09.00 10.15	ENG LANG 1 1 HOUR	RS 1 55 MINS	ENGLISH LIT 55 MINS	MATHS 1 1 HOUR	ART 3 HOURS D&T 2 HOURS LATIN 2 1 HOUR LANGUAGE ORALS
E-S-H →					
RECESS 10:15 – 10:35					
10.35 11.35	PHYSICS 1 HOUR	LANGUAGE ORALS HISTORY 1 HOUR 25 MIN	CHEMISTRY 1 HOUR 45 MIN	GEOGRAPHY 1 1 HOUR <small>PRIZEGIVING REHEARSALS</small>	
11.35 12.35					
E-S-H →					
LUNCH 12:35 – 13:35					
13.35 14.35	LANGUAGE ORALS FRENCH WRITING	LANGUAGE ORALS GERMAN WRITING 1 HR 15 MIN	LANGUAGE ORALS PE 1 1 HOUR 15 MIN	LANGUAGE ORALS FRENCH READING 1 HOUR SPANISH READING 1 HOUR	PRIZE GIVING
14.35 15.35	SPANISH WRITING 1 HR 15 MIN			LATIN 1 1 HOUR	
E-S-H →					
WEEK COMMENCING 17th DECEMBER 2018 (WEEK A)					
Lesson	Mon Dec 17 th	Tues Dec 18 th	Wed Dec 19 th	Thu Dec 20 th	Fri Dec 21 st
09.00 10.15	MATHS 2 1 HOUR	RS 2 55 MINS	MATHS 3 1 HOUR	STUDY LEAVE	LANGUAGE ORALS + CATCH UP SESSION
E-S-H →					
RECESS 10:15 – 10:35					
10.35 11.35	LANGUAGE ORALS COMPUTING SC 1 HOUR 30 MIN	BIOLOGY 1 HOUR 45 MIN	LANGUAGE ORALS GEOGRAPHY 2 1 HOUR 30 MIN	LANGUAGE ORALS + STUDY LEAVE	LANGUAGE ORALS + CATCH UP SESSION
11.35 12.35	DRAMA 1 HOUR 45 MIN				
E-S-H →					
LUNCH 12:35 – 13:35					
13.35 14.35	LANGUAGE ORALS + STUDY LEAVE + CONCERT REHEARSAL	LANGUAGE ORALS GERMAN READING 1 HOUR	LANGUAGE ORALS PE 2 1 HOUR 15 MIN MUSIC 1 HOUR 15 MIN	LANGUAGE ORALS + CATCH UP SESSION	HOLIDAY
14.35 15.35					
E-S-H →					

**PARENTS PLEASE RETURN THIS COPY OF THE TIMETABLE TO MISS CHANDEGRA IN THE ACADEMIC
SUPPORT OFFICE BY MONDAY 4th DECEMBER
YEAR 11 MOCK EXAMINATIONS, DECEMBER 2018**

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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E-S-H →						
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10.35 11.35	PHYSICS 1 HOUR	LANGUAGE ORALS HISTORY 1 HOUR 25 MIN	CHEMISTRY 1 HOUR 45 MIN	GEOGRAPHY 1 1 HOUR PRIZEGIVING REHEARSALS		
11.35 12.35						
E-S-H →						
LUNCH 12:35 – 13:35						
13.35 14.35	LANGUAGE ORALS FRENCH WRITING SPANISH WRITING 1 HR 15 MIN	LANGUAGE ORALS GERMAN WRITING 1 HR 15 MIN	LANGUAGE ORALS PE 1 1 HOUR 15 MIN LATIN 1 1 HOUR	LANGUAGE ORALS FRENCH READING 1 HOUR SPANISH READING 1 HOUR	PRIZE GIVING	
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E-S-H →						
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11.35 12.35						
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13.35 14.35	LANGUAGE ORALS + STUDY LEAVE + CONCERT REHEARSAL	LANGUAGE ORALS GERMAN READING 1 HOUR	LANGUAGE ORALS PE 2 1 HOUR 15 MIN MUSIC 1 HOUR 15 MIN	LANGUAGE ORALS + CATCH UP SESSION	HOLIDAY	
14.35 15.35						
E-S-H →						

I have received the letter concerning examination arrangements between Monday December 10th and Friday December 21st 2018. I consent to my child studying at home during the sessions they have indicated on their timetable above and accept full responsibility for her during these sessions.

Signature of Parent:..... Date: