



10 May 2019

Dear Parent/Carer

Next week is the start of the GCSE Exams as well as the alternative timetable. We know this time can be worrying as they are the 'real' thing. To help with this there is some key information provided below.

### **Alternative Timetable**

Timetables have been handed out on Friday 10<sup>th</sup> May to students. It is personalised to what they chose. Should they lose it their tutor has this information and is able to print a copy for them.

### **Attendance**

Attendance to school remains as normal, as does the school day. Ideally students should be in school and medical appointments should be kept to a minimum. Any student needing to leave should have their medical/appointment card with them to enable this to be authorised. Multiple generic notes regarding leaving will not be accepted as students are expected to remain in school.

### **Day of the Exam**

It is really important that students arrive to school for 8.30am. For smaller exams students should register with their tutor and come straight to A Block hall for their subject exam briefing. For full cohort exams students will come straight to A Hall and tutors will register them there. Lateness to school may mean they are unable to enter the exam.

### **Water Bottles**

We have given everyone a reusable water bottle which can be taken into the exam room, it has no writing on it and should remain like this. Any writing means they cannot take it in. They can have their own water bottle but it must meet this criteria.

### **Illness on the Day of an Exam**

Unless it means they physically cannot sit the exam they are expected to attend or they may risk not getting a grade. If this is the case a written medical note is required so it can be submitted to the exam board. Please contact the school as soon as possible if you feel that a student will miss their exam due to illness to discuss the impact of their absence. Students can bring in medication and have access to it by leaving it at the front with the invigilators.

### **Afternoon Exams**

For exams that finish 2.15pm onwards we will allow students to come home rather than return to sessions. Should you wish your child to remain in school please could you let us know by emailing either [gill.hallam@arnoldhillacademy.co.uk](mailto:gill.hallam@arnoldhillacademy.co.uk) or [Stephanie.garrad@arnoldhillacademy.co.uk](mailto:Stephanie.garrad@arnoldhillacademy.co.uk) .

### **Standards**

All normal academy expectations remain in place – this means that punctuality, attendance, behaviour, work ethic are all still expected to remain as good as it has been all year. Students are expected to attend all lessons and exams in full school uniform. Should there be any cause for concern we will be in touch and they may risk not being invited to the end of year events.

Yours sincerely

Miss Garrad  
**Head of Year 11**

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