



24th May 2022

Dear Parent/Carer

Re: Year 11 and attendance in school

As a school, we have been extremely impressed with how well the children have approached their first two weeks of GCSEs and BTECs. Yesterday, they had their Year 11 Leavers' Assembly, and as a reminder we still have the Leavers' Mass (Wednesday 29th June) and Year 11 Prom (Thursday June 30th) to look forward to.

As many of the children have already completed over half of their examinations, we have now taken the decision that **from Tuesday 24th May the children will only need to attend school for their examinations**. As outlined in my letter to parents on 9th May, it is still exceptionally important that all Year 11 still follow the regulations, key information and rules on malpractice:

- Children need to be on time for their examinations
- **Children are expected to wear full school uniform in examinations**
- Children will need to re-check their seat number and candidate number – they must sit in the correct seat. Being late may mean that they cannot take an examination
- Bags, coats and other equipment needs to be placed in the cages outside the Sports Hall and/or other examination rooms
- All children need to bring the right equipment for each examination - examinations require a black pen, pencil cases must be clear with no labels, and calculators must not have any data stored on them, notes or anything written on the lid
- No mobile phones are allowed in the examination room
- Smart watches or watches of any kind are not permitted
- Blazer pockets need to be completely empty – no notes, tissues etc
- Nothing with any writing on it at all is to be taken into room
- No notes written on hands/arms, before or during the exam
- Nothing with any labels on e.g. remove labels on water bottles
- No food/sweets/soft drinks
- Water bottles must be put on the floor to avoid spillages
- No writing on desks

Entry and exit to school

As a school, we still need to adhere to statutory regulations on attendance. As such, please be aware of the following:

For morning examinations:

- Children will come to school as normal, and will be registered as they enter the examination hall
- If your child has no further examination that day, they are free to leave site but will need to sign out as they leave **through the front door by reception**
- **After half term, if your child also has an examination in the afternoon**, there will be a revision session available with subject staff (please see separate document on revision times). We would expect children to attend these sessions, but should they choose not to attend, and wish to leave site,



then it is their responsibility to be back in school **at least 40 minutes in advance of the start of the examination**

For afternoon examinations (where there is no examination in the morning)

- Children should enter through the front door where they will need to sign in using our Inventory system
- **After half term**, there will be a revision session available with subject staff from 11.15am (the start of Period 3) onwards
- Children should not be on site before 11am for an afternoon examination
- We would expect children to attend these sessions, but should they choose not to attend, then it is their responsibility to be in school **at least 40 minutes in advance of the start of the examination**
- At the end of the examination, children will be dismissed and will leave via the front of school where they will need to sign out using our Inventory system

Lunch provision

On each day, children may still have lunch in school should they wish. If you wish your child to have lunch in school, then please ensure that you maintain funds in your ParentPay account. Children who would normally receive a free school meal can still do so if they wish.

Please contact me at s.guscott@stjamescheadle.co.uk if you have any further questions about GCSE examinations.

Yours faithfully

S Guscott

Deputy Headteacher (Curriculum and Pastoral)