May 2019

Dear Parent/Carer,

As you are aware the Year 11 written examination season starts on Monday, 13 May 2019. In order to help your child fully prepare it is important that you are aware of the following information.

Nationally, schools have been informed in recent years that the historical concept of study leave should no longer apply wholesale in schools. This is because it has been identified that students generally do better where learning continues and revision sessions are taught and that, for example, should a student have two examinations in one day, the time in between these has not always been productively used. Also, in recent years, the examination period for students has extended and may span over six weeks and so there is a great deal of time where examinations are not taking place. It is established that students’ retention of knowledge and their examination practice falls as time goes on, if it is not recapped and retaught. Schools are encouraged to maintain lessons for students as appropriate throughout the examination period in order to support children. We therefore strongly advise that students take advantage of all revision sessions being run at school.

At Brentside, we have looked at the examination timetable and have made changes to our curriculum. For example, where there are lessons between two examinations on one day (for example a 1 hour paper from 09:00-10:00 and a second paper from 13:00-14:00,) we will run revision teaching in between, in preparation for the afternoon examination. Where there are no examinations in a day we will run a full day of revision lessons for forthcoming examinations. For any examination we have aimed to ensure that the lesson before the examination is run as a final revision session for that examination. We have, however, chosen on some days to start the day late or end the day early, for example after an afternoon examination ends at 14:00, and to send students home. We realise that this means a flexible timetable for parents and students but we believe that this will best support our students to do well. We will publish the timetable on the website prior to 13 May to support you in managing this.

**IMPORTANT EXAMINATION INFORMATION**

**Times for Examinations**

- **MORNING EXAMINATIONS** – students should arrive at 08:45
- **AFTERNOON EXAMINATIONS** – students should arrive at 12:45
Examination Timetable

Each student has been issued with a final Statement of Entry detailing the dates and times of their examinations. Please discard the provisional statement. It is vital that both you and your child are aware of the dates and times of examinations. If you have any further concerns about examinations or any special requirements, please contact me. The full examination timetable is also in the examinations section on the school’s website.

Absence from Examination
Full attendance at all examinations is vital. Please note that parents/carers will be required to refund Brentside High School any entry fees for an examination which their son/daughter fails to attend for any reason other than illness supported by a specific medical certificate.

Examination Regulations
“Students must not take into the examination room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases / instruction leaflets, bags, smart watches, mobile telephones, iPods and MP3 players. Any pencil cases taken into the examination room must be see-through.” (Joint Council for Qualifications). Any of the items listed above as not allowed, which have been brought into school, must be handed to a member of staff and clearly labelled before the examination begins, or should be stored safely in students’ bags. Any calculator brought into the examination must not have a cover. Mobile phones must be switched off completely and either given to an invigilator or placed in the student’s bag (they cannot remain with students in pockets).

Contingency Plan
This year JCQ, who oversee all examinations from all boards, have introduced a contingency day. This means that students and parents need to be aware that if, for any reason, an exam is not able to happen nationally on one day, that examination will move to 26 June. If more than one examination is unable to take place that may move to any free days before 26 June. This is described as “highly unlikely” by JCQ, but they require that all students and parents be informed of this. JCQ add that, “Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer.” (JCQ guidance)

Ramadan and Eid al-Fitr
We will shortly be sending out advice regarding Ramadan and Eid al-Fitr. This advice is based on guidance from the Association of School and College Leaders, which has worked with imams to provide guidance to support students.

Examination Results
Students should hand a stamped, self-addressed envelope to the office by Friday, 17 May 2019, if they would like their results to be posted home. GCSE results, BTEC and OCR National can be collected from the school between 09:00 and 10:00 on Thursday, 22 August 2019. After that time, remaining result slips will be retained for collection at the beginning of term or posted if a self-addressed envelope has been provided.
GCSE Certificates
The official GCSE certificates will be available in the middle of November once the school receives them from the various examination boards and can be collected from the school office by you, your child or a member of your family during school hours (if collected by anyone other than the student, the student should write a note stating their candidate number and that they give permission for the certificates to be collected on their behalf). Duplicate certificates can only be obtained from the exam boards, at a financial cost to the student and in a different format. Details about which days and times certificates can be collected will be on the website in early November.

You play an important role in supporting your child in managing their exams by making sure they know when each examination is, that they have the correct equipment and that they are using their time wisely to revise.

May we take this opportunity to wish all Year 11 students every success in their forthcoming examinations. If we can help, please do contact us or a member of the year team.

Yours faithfully,

[Signature]

Mr Newman
Year Leader Y11

Ms Mertzelos
Assistant Headteacher