

Dear Parent / Carer

### **Arrangements for Year 11 GCSEs and Leaving celebrations**

This letter is to inform parents and carers about the arrangements for Year 11 students. We are very pleased with the way Year 11 students are preparing for their GCSEs during these final weeks in school.

Students all have their exam timetables and must ensure they are on time for all their GCSE exams. If they have any questions they should see Mrs Cole, the Examinations Officer. Exams cannot be taken at any other time and latecomers may not be allowed into the exam room. At the very latest students must be in the Refectory for **8.30 am for morning exams** and **1.00 pm for afternoon exams**. However for some subjects there will be pre-exam preparation sessions which are compulsory. Final details of these will be given to students and parents next week. We very much appreciate your support in ensuring students are on time for their exams and do attend the additional sessions we are organising for them.

The best place for your son or daughter to revise for their exam is at home and any support that can be given to provide a quiet space for them to prepare is very helpful. They **should not use** Chingford Library as a venue for revision as this can be very busy during the exam period and is unlikely to be somewhere they can focus properly.

It is vital that your son/daughter attends school every day leading up to the exams. The final weeks are always vital where crucial examination techniques and revision guidance takes place. The last day for Year 11 students to be in school for their usual lessons is **Friday 10<sup>th</sup> May**. Students will be in class from lesson 1 to 4. They are expected to be in their full, usual school uniform. During lesson 5 they will have an opportunity to spend some time together as a year group and sign shirts if they wish to.

The Year 11 Leavers' Assembly will be held after all the GCSE exams are finished on **Wednesday 19<sup>th</sup> June at 10.30 am** in the Main Hall. Students do not need to wear their uniform although smart casual dress is expected.

The Year 12 Induction day will be held on **Tuesday 25<sup>th</sup> June** and further details regarding this will be sent out by the Sixth Form team.

We wish all our Year 11 students the best of luck in their GCSE exams and thank parents and carers for the support they have given the school over the last five years. We look forward to welcoming many of our Year 11 students back to the 6<sup>th</sup> form in September.

Yours faithfully

Ms Astrid Davis

Vice Principal