

26 April 2024

Dear Parent/Carer,

Re: The Exam Period Arrangements

The GCSE written exams start from 15 May; this letter outlines some of the key information for parents /carers and students to guide them through the exam period.

Arrangements for 9 May to 26 May

Students will be expected to remain in school full time until Friday 24 May unless directed otherwise by myself or a member of our Senior Leadership Team.

This allows students access to expert teachers to help them to prepare. We will be making some timetable adjustments during these final two weeks to ensure that students receive bespoke pre-exam preparation immediately preceding their exams. These plans will be shared with students weekly and include period 6 revision daily. I would strongly advise that students stay for any revision sessions offered.

Throughout the exams, breakfast will be available for students in the canteen at school from 8am. Pastoral and subject staff will be on hand to provide support for students during this time. Breaks and lunches will be adjusted daily to accommodate the lengths of the exams.

Morning exams start daily at 8.50am. Students need to arrive in school by 8.40 at the latest, for them to register with their form tutor, line up outside the exam hall and settle in their allotted seat. Afternoon exams will start at 1.30pm daily.

It is vital students attend all exams they are entered for.

Arrangements from 3 June onwards

Students will generally be expected in school full time from 5 June onwards, however there will be times during this period where students will be permitted to go home early and study from home.

Students and parents will be provided with weekly plans for these final 3 weeks detailing lessons, pre-exam preparation sessions, period 6 boosters and home study sessions.

Again, breakfast is available daily from 8am. Pastoral and subject staff will be on hand to support students.

Uniform

Students must wear correct school uniform to all their exams.

Conduct During Exams

A full set of guidance is contained in our Students and Parents Exams Guide on the following link:

<https://www.cityofpeterboroughacademy.org/page/?title=Examinations&pid=114>

Parents and students are advised to read the information in this booklet carefully. A few key points for reiteration:

In exams students must

- Know their seat number beforehand
- Follow all instructions from the invigilators

In exams students must not

- Communicate in any way with any other student e.g. smiling at each other
- Have a phone on their person
- Have writing on their hands or arms
- Wear a watch
- Have paper or any other items in pockets

Advice for Exam Days

Following the tips below will help students to feel more in control and less anxious on exam days:

Get to bed at a sensible time, no later than 11pm. Late night revision is often counter-productive, students need sleep to re-set and be alert for exams

Ensure you eat breakfast. Your brains need energy to function properly, however consuming energy drinks prior to exams is not advisable.

Do not try to cram the whole syllabus just prior to the exam. Look at a couple of key pieces of information and remind yourself of the structure of the exam.

Other dates for your diary are:

Half Term Study Sessions	Monday 27 May – Friday 31 May	
Year 11 Leavers Assembly	Friday 21 June	11am – 1pm
Prom	Friday 28 June	7pm – 11pm
GCSE Results Day	Thursday 22 August	8.30am – 12.30pm

We will write to you again providing details of these events once the exams have started.

I would like to take the opportunity to wish all our students the very best for the exam season and thank parents and carers for their ongoing support.

Yours Faithfully



Frazer Vaughan
Associate Assistant Principal/ Head of Year 11