

18<sup>th</sup> December 2019

Dear Parent/Carer,

I am writing to you regarding the first external GCSE examination involving your son / daughter, which will commence on Wednesday 8<sup>th</sup> January. Morning examinations will begin at 9.00am and afternoon exams at 13.30 in this series.

The forthcoming examinations are as follows:

- Wednesday 8<sup>th</sup> Jan **AM** – OCR Sport Science
- Wednesday 8<sup>th</sup> Jan **PM** – OCR Creative I Media
- Thursday 9<sup>th</sup> Jan **AM** – BTEC Music
- Friday 7<sup>th</sup> Feb **AM** – BTEC Health and Social Care

Please check which examinations your son / daughter is sitting and support them with revision over the holiday period. It is also important that your son / daughter is punctual and in school for every examination. If absence is unavoidable, a doctor's note will be required in order to apply for special consideration for that examination and it is not guaranteed that the outcome will be anything other than ungraded ('U').

Our website includes links to information about the statutory regulations that govern all external examinations in school, which are enforced by the Joint Council for Qualifications (JCQ). Please take some time to familiarise yourself and your son/daughter with these important rules.

I would also like to take this opportunity to remind you that Year 11 Parents' Evening is on Thursday 16<sup>th</sup> January 2020 from 16:30 to 19:30 and we look forward to seeing you there.

If you have any concerns or questions about your son/daughter's GCSE examinations, please contact me via the Academy to discuss these.

Yours faithfully,



E.Plumpton  
Deputy Headteacher