



## Re. Year 11 examinations – summer 2024

Dear Parent/Carer,

As you are aware, your child in Year 11 is approaching their external GCSE examinations which will take place this May & June.

### **Timetable & Attendance**

Please find the timetable for the whole of this period attached with this letter. Your child **must** attend every one of their exams – each student will receive an individual timetable in addition to the attached. Missed exams will result in zero marks and most likely a U grade.

Please note that students **must** be available until the end of Wednesday 26<sup>th</sup> June 2024 (in case exam dates need to be moved). Therefore, no holidays or absences can be planned until after this date.

### **Laser Sharp Tips**

As a vital part of final preparations for students' exams, we put on mini final revision sessions directly before each examination, led by staff specialists – we call these Laser Sharp Tips. We therefore expect ALL students to be in the correct venue by **8:35am** for a morning exam and by **12:35pm** for an afternoon exam. A list of venues for Laser Sharp Tips will be distributed to students as soon as possible.

### **Uniform & Phones**

We have the highest expectations of our students at all times, including during exam season, when arguably expectations should be at their highest to ensure students are able to focus on their performance. To that end, we will be enforcing school uniform at all times during the examination period – we will provide items of uniform at the exam venue if necessary. The only exception to full uniform will be that students in Year 11 will be able to wear trainers in examinations if they wish, in order to reduce noise level when entering/leaving venues.

Students will **not** be able to have written notes, phones, ear pods or watches (digital or analogue) in any examination venue. Students with these items in exam venues will be reported to the exam board and disqualified.

### **Support, Advice & Guidelines**

A very informative 1-page overview of all regulations for external exams, produced by the JCQ (regulatory body for exams) is attached. We ask you and your child to read it carefully as it will avoid malpractice, and subsequent issues/disqualification in the summer.

All students in Year 11 are following a detailed programme of revision support, called The Final Countdown. This is accessed via students' Microsoft Teams and is the first point of call for all revision activities, tailored specifically to support Year 11 in each subject they study.

In addition, the exams area of the school website has more detailed guidance from the JCQ – including the banned use of Artificial Intelligence (AI) to write coursework, a designated page of revision support – for both students and families – and a copy of the exam timetable.

<https://www.swanshurst.org/exams-information--timetables2/1541.html>

## **Study Leave**

Study Leave for Year 11 students will start from Friday 24<sup>th</sup> May 2024. Students will not be expected to be in school full time from this date. Students without an exam on dates after Thursday 23<sup>rd</sup> May can study at home. There will be students for whom this may not be possible or beneficial. The Year 11 pastoral team will circulate information regarding students wishing to remain in school to study over the study leave period. If your child has additional needs and is supported by the SEND team, please contact Mrs Hanvey (SENCO) regarding access to this support over the study leave period.

We would like to take this opportunity to thank you for your support throughout your child's journey at Swanshurst and to reassure you that with hard work and dedication, pupils will be able to meet their potential this summer.

We look forward to celebrating their successes with you in August - GCSE results day **Thursday 22<sup>nd</sup> August 2024**. We urge all students to attend in person to ensure their effective progression to Post-16 courses and access support if necessary.

Yours Sincerely,



Mrs L Else  
Senior Assistant Headteacher

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