



Handsworth Grange
Community Sports College

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23rd January 2012

Dear Parents/Carers,

I write to inform you that the Y10 Examinations will start on Tuesday 31st January and continue up to and including Monday 6th February. We are anxious to keep disruption of the teaching programme to a minimum during this important stage of your child's education and as such the examination timetable on the reverse of this letter has been constructed in a compact manner.

During the examination week Year 11 students are expected to attend school each day as usual, in school uniform. They will be either sitting an examination or following their regular timetable. In lessons, class time will be used to prepare for the subject specific examination, completion/improving coursework, or in some cases revising for other examinations that day.

These examinations are important for a variety of reasons. They provide staff with a good guide to current progress and indicate suitability for future post-16 courses. They give students an experience of GCSE examination questions done under examination conditions and also allow them to improve their examination technique. The examinations will also be kept as evidence of performance at GCSE level if unforeseen circumstances arise and the school needs to apply for 'Special Consideration' at the summer examinations.

Punctuality is important as lateness can cause inconvenience to staff, other pupils and can also hinder your child's performance. Your son/daughter will need to ensure they register with their tutor at 8.40 am and 2.05 pm. Please do refer to the timetable for actual start times. The location of the examinations will be displayed on the wall by 'the crossroads' at the start of each day. If your son/daughter misses an examination please contact myself, or Mr Khan so that we can try to make alternative arrangements.

Please also note that mobile phones are **NOT** allowed into exam halls. These are QCA regulations. Phones will need to be left in boxes provided. Students will be able to collect their phones after the exam has finished. All pupils will be expected to wear full school uniform during the examinations and standards of behaviour must be exemplary.

If you have any queries regarding the arrangements please contact me at school.

Yours sincerely

Tania Tomlinson
Key Stage 4 Manager

