



Dear Parent/Carer,

9<sup>th</sup> May 2022

As you will be aware the summer GCSE examination series begins on Monday 16<sup>th</sup> May until Wednesday 29<sup>th</sup> June 2022.

We continue to be immensely proud of our Year 11 students for their hard work and dedication that they have shown throughout this year. In this letter I will outline our plans that will support students through this critical phase of their education. JCQ have chosen Wednesday 29<sup>th</sup> June as the official 'contingency day' for examinations in the event of a national or significant local disruption to examinations in the UK. It is therefore vital that students are available until this date in the event of the government initiating their contingency plan.

Students are expected to attend every day during the first three weeks of the exam period. During the final two weeks of exams, students attend designated pre-exam warm up lessons and exams only.

Students have been briefed as follows:

1. Students arrive in full school uniform every day.
2. During the first three weeks of exams, students register in form groups in the morning before either making their way to an exam or a designated pre-exam warm up session.
3. Students are required to line up outside their examination room 10 minutes before the start of the exam. Bag rooms will be made available for students to store any belongings not permitted in the exam room.
4. When students are not in an exam, they will attend a modified pre-exam warm up timetable to support them with their exam preparation.
5. During the final two weeks of the exam period, students are only required to be on site during an exam or for a pre-exam warm up session. Study rooms will be made available for any students who wish to remain on site in between any sessions. Parental permission is required for students to leave site in between sessions during the final two weeks of exams.
6. Students must bring all necessary equipment to each exam to avoid disruption at the start of the exam. This should include at least two black pens, pencils, ruler, eraser, calculator, mathematical drawing equipment.
7. Good nutrition and being well hydrated is proven to improve performance in exams. It is therefore important that students have a healthy breakfast each morning and bring a bottle of water to each exam. Bottles must be transparent with no labels or colouring.
8. It is vital that students attend all their exams as specified on their personalised exam timetable. Any missed exams cannot be taken at a later date.
9. If any student is suffering from a medical condition that may affect performance, the exams officer should be notified at once and a medical note provided.
10. If any student is experiencing a major event in their life during the exam period that may affect performance, please inform the school immediately.

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11. Late entry to exams is at the digression of the invigilator. Please note that students who are late by 60+ minutes and sit the exam will need to be reported to the exam board.

### **Modified pre-exam warm up timetable**

Students will follow a bespoke timetable during the exam period to support them with their final preparations. A paper copy of this modified pre-exam warm up timetable has been shared with all students. It comprises of the following:

- Masterclass sessions – Guided revision sessions delivered by subject specialists to support with exam technique and key knowledge.
- Directed independent revision – Students will be provided with subject specific material to support their revision. Students will be supervised by a teacher.
- Independent revision – Students will be free to revise their own materials supervised by their usual classroom teacher.

Students have also been provided with an exam timetable which outlines the exams that they must attend; it is printed on pink paper to easily distinguish it from the pre-exam warm up timetable.

### **GCSE Results day – Thursday, 25<sup>th</sup> August 2022**

We are currently planning for students to collect their results in person on this day between 8.30am and 11am (start time subject to change based on JCQ and DfE regulations). Once students have collected their results, they will need to confirm their Sixth Form subject choices or apply to our Sixth Form, should they wish to. Members of the sixth form team will be available on the day.

Students will be able to either confirm their original choices, or make any changes. To facilitate making an informed choice, students should access the Welwyn Hatfield 14-19 Consortium website <https://welwynhatfieldconsortium.org.uk/how-to-apply/subject-criteria> where they will find both the blocking form and subject criteria prior to results day. We will make every effort to accommodate option changes within the constraints of our timetable.

If your child is unable to attend in person on results day then they must email the school ([LHudson@stanborough.herts.sch.uk](mailto:LHudson@stanborough.herts.sch.uk)) authorising a named adult to collect the results on their behalf. Any person collecting results on students' behalf must have some form of photo identification.

I would like to take this opportunity to thank you for your continued support.

Please do not hesitate to get in touch should you have any questions relating to the forthcoming exams.

Yours faithfully



**Ms D Kohls**  
Deputy Headteacher

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