

March 2018



Dear Parent / Carer

Please find attached a copy of the current GCSE entries for your son / daughter for the Summer 2018 exams. There is also a form attached which outlines the total fees that the school pays the Exam Boards for these entries. **Please note this is not a request for payment, but information is detailed below explaining our conditions of entry.** Could we ask you please to check with your son / daughter that these provisional entries are correct and **return a signed copy of this second form to us by Thursday 15th March.** Before signing, may we make you aware of the following conditions:

- Students will be expected to attend every exam. If they miss one of the exams, they will probably fail the course overall
- The Exam Boards give "special consideration" for missed exams under certain circumstances only: bereavement, accident or illness (for which you will need a doctor's certificate).
- It is important that all students attend exams on time – late arrival puts them at a disadvantage and can disrupt others. Any lateness must be reported to the Exam Board, and it is up to them whether they mark the exam paper. They will not accept excuses like "overslept" or "missed the bus"
- If you have any concerns about absence or lateness, please contact the Exams Officer immediately. Students should arrive ready at their exam room at least 15mins before the stated start time on their exam timetables.
- Students must obey all exam rules. Importantly, mobile phones and any other "electronic communication devices" (e.g. iPod or MP3/4 players & smart watches) must **not** be brought into the exam room, even if they are switched off. We have to report any students found with a phone to the Exam Board, who often disqualify the student from the exam, whether they were using it to cheat or not. Unfortunately this has happened to one or two Elizabethan students in the past
- **Whilst we are happy to pay for the exams that students attend, we shall be charging parents and carers for any exams that students miss (except where the Exam Board applies special consideration) or any exams where papers are rejected through lateness or malpractice (bringing a mobile phone etc.)**

Some final points related to exams:

- Please stock up on stationery! Your son / daughter will know what is required for each exam. Many exams are sent electronically to markers rather than posted these days, so the Exam Boards insist on **black** pens. A calculator is essential for two of the Maths papers and for all Science exams. Students are at a disadvantage if they start the exam worrying about stationery.
- **Students are expected to attend exams in full school uniform.** Please support us in this, as a calm, settled start to an exam is important for all candidates. We do not expect to waste time or energy tackling uniform issues.
- Students are encouraged to bring along a clear plastic bottle of water, with label removed, for exams.
- Please encourage your son / daughter to do well, but watch for signs of stress or burn out. Contact the Academy (either the form tutor or Head/Assistant Head of House) if you have any concerns at all.

We wish all our students well and are looking forward to another set of excellent results, which will be available to students on Thursday 23rd August 2018.

Yours sincerely

Mr J White
Vice Principal

Principal: Mrs Christine Horrocks BSc (Hons) NPQH Chair of Governors: Dr Derek Cheetham

Mrs P Miller
Exams Officer

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