

8th May 2019

Dear Parent/Guardian

Re: Year 11 – Exam arrangements

With Year 11's last day in school tomorrow, Thursday 9th May, I wanted to take this opportunity to remind you of practical arrangements during the GCSE exam period.

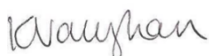
- Students must be in their allocated science registration room 20 minutes before their exam start time. Morning exams have a 9am start, and afternoon exams at 1pm.
- Items for exams must be in a clear plastic pencil case or bag; all other items must be stored in their locker including mobile phones and smart watches. If a student is wearing a watch, this must be taken off and put on the desk in front of them during the exam and a small water bottle is allowed if all labels have been removed.
- Students must be in full Holt uniform whenever they are in school whether for exams or to study.
- There will be a silent, quiet and social room available for students to use during the school day if they prefer to study in school. The list with that day's rooms will be in student support next to the sign in sheets. Students must make sure they sign in and out when coming in to school.
- Teachers will be available in their timetabled lessons and teaching rooms until their subject exams are over – this is a good opportunity for students to ask for help with exam technique or tricky topics that they may have questions about.
- Clearance certificates have been issued to all students and need to be signed by each subject teacher, the LRC, our careers adviser and the Finance office. Once all signatures have been collected, I will then sign it off and students can then exchange it for their prom ticket from student support. Realistically students will need any textbooks until after their last exam so we expect this to be happening around mid-June.

Tomorrow students should be in school in full school uniform and they will be attending lessons as normal – teachers will be teaching in preparation for the exams. There will be lunch on the field at lunchtime with a cake and drink provided (fingers crossed there is no rain!) which will be an opportunity for them to sign shirts, take photos and enjoy their last lunchtime together.

They have all been working extremely hard in the last few months and so I hope it all pays off over the next 6 weeks and that they get the results they deserve. I will be very sad to say goodbye to them tomorrow – they have been a wonderful year group!

If you have any further questions please feel free to contact me directly.

Yours sincerely



Mrs K Vaughan
Head of Year 11

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