

7 December 2017

Dear Parent(s)/Carer(s)

Re: Year 13 Mock Exams – Term 3

As you are aware, Year 13 students will be completing mock exams during the first two weeks of Term 3 commencing Tuesday 2 January 2018 and ending Monday 15 January 2018. Attached is a timetable of scheduled exams. If your daughter has any concerns regarding the timetable please ask her to check with Sixth Form Reception.

Each department has set what they feel is the most appropriate exam(s) for the students, some subjects combining topics across papers, others setting full papers across several exams. Each class teacher will make it clear to the students the nature of each paper. For the mock exams to provide your daughter with a realistic experience in preparation for the summer, the mocks will be sat under exam conditions and the same regulations will apply as for the summer series of exams. Attached is a summary of the school's exam procedures – please ensure that your daughter reads this carefully.

Please note that there is no period of study leave built into the fortnight. Lessons will continue as normal during the exam period and students should inform their teachers of any lessons they will miss due to sitting an exam. We will not be able to authorise students staying at home to study for an exam.

If your daughter is unable to attend on the day of an exam, please contact sixth form reception as soon as possible on 01453 847 103 to report the absence.

The results of the mock exams will be communicated home in the full report in February 2018. If your daughter has significantly underperformed or experienced significant difficulties in an exam, the Head of Department may require her to resit the exam; this will be notified to your daughter separately and will take place during either enrichment time or study periods.

Many thanks for your continued support and please do not hesitate to contact either myself or any member of the sixth form team if you have any questions.

Yours faithfully,

Mr P John
Head of Sixth Form