

Mr Chris Thomas BSc
Headteacher

13th October 2020

Dear Parent/Carer,

Please find enclosed the mock examination timetable for your child for their upcoming mock examinations taking place from Friday 13th November until Friday 20th November. We have scheduled further mock examinations in January and March. Following the government announcement this week confirming that GCSE examinations will go ahead at the end of this academic year, it is imperative that students are able to prepare themselves for formal examinations, both in terms of their academic performance and their conduct.

I enclose a copy of the *JCQ Information for Candidates*, to ensure you and your children are aware of the regulations pertaining to their examinations. Invigilators will work with our Examinations Officer, Mrs Ali, throughout all of our Year 11 examinations this year, both mock and final, ensuring that students abide by the regulations set at all times. We will also provide guidance and tuition regarding the regulations to students in advance of the mock examinations to ensure students are fully aware of the expectations of them.

I urge you to check, and double check these documents with your child, not only to ensure the dates and times are noted on your own calendars at home, but also to help plan a revision timetable which will support your child as they prepare for their examinations, and to ensure they understand the regulations.

In the event that you believe there to be any issue or inaccuracy or have any queries, please contact our **Examinations Officer, Mrs Ali**, via the school office or by email: exams@lhea.org.uk. She will be happy to answer any queries or liaise with the relevant subject leader to resolve your concern.

I also enclose the after school Intervention Timetable, which will commence on Monday 2nd November. Subject Leaders and individual subject teachers will be able to inform students whether their attendance is required at the various sessions each week.

This can obviously be a time of great stress and anxiety for students, and we will continue to do everything we can to support them throughout this period. A structured support programme is planned for delivery after half term and Mr. Chaudhry, Head of Year 11, and the Year 11 Form Tutors are equipped to listen to any concerns from students and, if needed, direct them towards further support in whatever form that may take. If you are concerned about how your child is coping, please contact Mr. Chaudhry via the school office, so that he may liaise with the relevant staff and take appropriate action to ensure your child does not become overwhelmed.

I am sure that you, like us, are delighted with the reassurance offered by the government regarding GCSE examinations next Summer. I am also very conscious of how performance in mock examinations proved so pivotal in determining a student's centre assessed grade last year. The importance of students approaching all of their mock examinations fully prepared and with a serious, studious attitude cannot be overstated.

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Lastly, I cannot overstate the importance of effective communication between home and school this year. If there is something you feel staff should be aware of, or you have a query about any aspect of your child's education or examinations, it is vital you contact the school. For this reason, I have included a reply slip so that we may confirm we have the most up to date contact details for you at this time.

Thank you for your continued support, I am excited about the upcoming mock exams and feel very confident that students will be ready to perform to their potential.

Yours sincerely



Mr P Bullock
Assistant Headteacher

Please complete and return the reply slip below to confirm receipt of these documents and to ensure we have up to date contact details for the exam period.

I confirm that I have received a copy of the mock examination timetable for my child, together with a copy of the JCQ Information to Candidates, outlining the regulations pertaining to examinations.

Signed: Email:

Name of student: Tutor:

Name of Parent/Carer: Tel:

Address:

..... Post Code:

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