

23rd April 2024

Dear Parents/Guardians

We have now finalised our plans for the forthcoming GCSE examination period which are set out as follows. Although we will be going through the arrangements with the pupils on Wednesday afternoon in a special assembly, we urge you to go through this with your son at home to ensure he is clear what the expectations are. Crucially, all pupils in Year 11 will be expected in school full time from Friday 10th May (start of exams) to Thursday 23rd May. After this time, due to a significant decrease in the exams scheduled, we will be moving to a more flexible timetable. We have included pre-exam revision and booster classes that pupils are expected to attend as these will enable your son's teachers to go over key points and check for misconceptions which can be addressed prior to the exams.

Please follow the link to the Full Examination Timetable which includes the pre-exam revision and booster classes [Year 11 Revision and Exam Schedule 2024.pdf](#)

Summary of Arrangements

Present until Thursday 9th May – all pupils on site attending normal timetabled lessons.

Friday 10th May – start of formal GCSE examination period. – all pupils remain on site and will attend timetabled lessons where the focus will be on revision.

Monday 13th May – Thursday 23rd May – all pupils on site attending normal lessons when not sitting an exam or attending a formal revision session prior to a scheduled exam. For AM exams, pupils are expected to attend the 8am booster sessions although these are not compulsory.

Friday 24th May* – only pupils that study French will be expected on site at 12:10pm (Lesson 4) so they can attend the pre-exam booster session prior to their French Writing Exam.

Monday 3rd June- Thursday 20th June* – pupils will only be expected to attend when they have a pre-exam booster, revision sessions or the scheduled examination.

Thursday 6th June – Thursday 13th June – pupils that study Geography will be expected to attend the sessions that are timetabled during these dates. Pupils can arrive just before the session and leave straight afterwards unless they have an exam/revision session to attend. This is to help prepare pupils for Paper 3.

Thursday 20th June – Leavers' Event (see below for more details).

Wednesday 26th June – JCQ Contingency day. Although pupils at this point are not expected to attend, if there are any issues that arise during the examination period, this day will be used and therefore we ask that your son is available on this day should he need to attend. Please do not make holiday plans which include this date.

***Important** – Although, we have given pupils some flexibility in how they approach their revision from Friday 24th May, we strongly urge your son to attend all lessons when not attending an exam. Should you wish your son to study from home from Friday 24th May, we will need you to confirm this via the link <https://forms.office.com/e/J1iqx5kjf0> which also includes information related to the Leavers' Event. If on site, we will expect your son to attend full time from 08:30am -2:50pm and adhere to our normal expectations. Please be advised that should numbers of pupils on site be lower than normal, we may need to collapse classes.

Reminders

- Pupils are expected to wear full school uniform whilst on school site, including the correct footwear.

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- Pupils who cycle to school must enter the school site via the side entrance and not Penhill Gate. This will allow them to leave the school site more easily following an exam.
- Pupils attending a PM exam will gain access to the canteen at 1pm to give them enough time to purchase and consume lunch.
- Pupils attending an AM exam, will be provided with a breakfast roll from the canteen.
- After school revision sessions will continue as normal until the conclusion of that exam.
- Once pupils have completed the final exam in a particular subject, they will not be expected to attend that lesson, unless you have opted for your son to stay on site throughout the examination period.
- Core PE lessons – these will continue as per the normal timetabled lesson. We feel it is extremely important for pupils to have some time away from their studies and participating in some physical activity in between exams is good for their physical and mental wellbeing. Pupils will not have access to rooms to revise during these lessons.
- All pupils have been given revision guidance and advice by teachers which should be used alongside the strategies and techniques given during the ‘Elevate’ revision sessions earlier in the academic year. Your son should ensure that they bring revision materials with them as not all supervised study rooms will have access to computers.
- The examination timetable given to your son details the exam venue and your son’s seat number. Please ensure that your son is in school **at least 15 minutes** prior to the start of each exam after Thursday 23rd May, when compulsory attendance is no longer required.
- All pupils must bring a black pen (and a spare) to every examination and other appropriate equipment, e.g. coloured pencils, Maths set, highlighters, calculator. In order to assist with this, a stationery pack is available for your son to purchase via WisePay at the discounted cost of £2.50. This pack, other than a calculator, will contain all the relevant equipment required.

Leavers’ Day

This has been arranged for Thursday 20th June 2024 at 11:30am until 1pm. Pupils must arrive promptly via the main reception where they will be having a special Leavers’ Assembly facilitated by Mr Maher (Raising Standards Leader for Year 11), Mrs Bennett (Principal) and other members of the Senior Leadership Team, as well as the Year 11 tutors. Following the assembly, we have arranged for the pupils to have a BBQ where they can also sign shirts. I must stress that although we appreciate that this will be a celebration, pupils who are poorly behaved or dressed inappropriately will be asked to leave the school site. Pupils will not be expected to wear school uniform at this event.

Hospitality and Catering pupils will complete their final exam in the morning of the Leavers’ Event and therefore these pupils will need to wear their full school uniform and bring a change of clothes with them.

This day is an ideal opportunity to return any textbooks, library books or other equipment belonging to the school. If you would like to donate any of your son’s uniform/PE kit to the school, this would also be appreciated.

Examination Results – Thursday 22nd August

A statement of examination results can be collected from Hurstmere School by your son on Thursday 22nd August 2024 from 10.30 am – 12.00 noon. School uniform need **not** be worn.

Should your son be unable to collect his results on this day, he can arrange for them to be posted to him or to be collected by someone else. If he wishes for them to be posted, the school will require a

letter requesting this, together with an A4 size self-addressed envelope by Friday 12th July 2024. Please ensure that there is sufficient postage for a large letter. Alternatively, he can give a letter to an adult representative stating that they have his permission to collect the results on his behalf.

Should you have any questions regarding the arrangements above, please contact Mr Maher via b.maher@hurstmere.org.uk.

Thank you for your continued support and we would like to wish your son the very best of luck for his exams and future.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'J Lever', with a long horizontal flourish extending to the right.

Mr J Lever
Vice Principal