



24 May 2017

Dear Parents/Carers,

**GCSE English Language Examinations, 6<sup>th</sup> and 12<sup>th</sup> of June 2017**  
**Arrangements for Year 10 Candidates**

This year we are in the unusual situation of entering candidates from two year groups for one of our major public examinations. The number of candidates involved – we have well over 500 sitting English next month – means that we need to make some special arrangements. I am writing now to explain how these will affect your son or daughter. What follows applies to both English Language papers, Paper 1 on 6<sup>th</sup> June and Paper 2 on 12<sup>th</sup> June. (Paper 2 is 15 minutes longer than Paper 1 so the times will be adjusted accordingly.)

**8.50 am**

1. All candidates need to be present and ready to start. They do not need to go to morning registration.
2. Any candidate with special needs reports to the S block.
3. Any candidate allowed extra time reports to the front gym.
4. Some candidates will be told to report to the sports hall, where they will sit their exams with Year 11.
5. All other Year 10 candidates will report to the theatre. There they will be registered and not allowed contact with other members of the school. Their bags and phones will be kept in a locked classroom. The students in the theatre will be taught for about half an hour and then moved to the Sixth Form Common Room where they will then be allowed to revise independently. They will be provided with refreshments.

**10.35 am**

Students will leave the sixth form common room under supervision.

**10.45 am**

1. The Year 10 candidates who began their exam at 9.00 am will leave the examination rooms and be supervised for a short time until the beginning of break. The rest of the school day will be as normal.
2. The Year 10 candidates who have been in the Sixth Form Common room will be accompanied by staff as they move to their exam hall. They will then begin exactly the same paper as has been taken by the 9.00 am candidates.

**12.45 pm**

The second group of Year 10 candidates will have finished their exam. They will be allowed to collect their bags and phones from the locked classrooms. Lunch will be available for them in the canteen and they will not be expected to go to afternoon tutor time.

**1.20 pm**

The second group of Year 10 candidates attend the normal period 4 lesson.

I have set out all these details so that you will not be concerned if your son or daughter is following a different set of arrangements from some of his or her friends. We are setting all this before the students in Year 10, but anything you can do to reinforce this information can only be helpful.

Yours sincerely,



N. J. Waters  
Headteacher