



**Dame Elizabeth
Cadbury School**

Respect. Aspire. Believe. Commit

www.decschool.co.uk

Our Ref: CS/ER/Year 11

Date: 2nd May 2024

Dear Parents/Carers

I am writing to inform with some important upcoming dates for Year 11.

Summer Exams will start on **Tuesday 7th May 2024** and run until **Wednesday 26th June 2024**. All pupils have received their personalised timetables for the official exam period. A copy of the master timetable can be found on our website: <https://decschool.co.uk/wp-content/uploads/2024/02/GCSE-2024-Exam-Timetable.pdf>

Exam results - Will be available on Thursday 22nd August 2024 8:30am in the Sports Hall. If you know that you will not be able to collect the results on this day, please email enquiry@decschool.co.uk to make alternative collection arrangements.

To support pupils with their preparation for the exam period, we have put the following support in place:

- 'Drop down' timetable:** Pupils will not have study leave and are expected to remain in attendance until their last exam. Instead, pupils will follow a personalised timetable to give them intensive 'drop down' time in the hours leading up to the exam. Details will be issued to pupils each week in assembly and reminders given in morning time registration/breakfast sessions.
- Revision breakfasts:** For every morning exam, there will be a breakfast session from 8am, where subject staff will be on hand to answer any last-minute questions and offer advice to students. This will be supplemented by fruit drinks and toast. Pupils should sign in with the appropriate member of SLT on duty.
- 'Study Hall' (Library):** every day – 3:10 - 4:00pm – pupils are able to use the Library for quiet study under the supervision of the staff. There will be revision guides and other resources available here, but pupils are welcome to bring their own. Pupils do not need to book into Study Hall. They need to attend for the 50 minutes. It is expected that pupils use this to focus on study. Any pupil who misuses this facility will be directed to leave.
- May Half Term Revision Sessions:** During the half term break, there will be a timetable of subjects coming into the school to run revision sessions. Letters will be sent to pupils via post to whom staff identify would benefit from these sessions at the end of next week.
- Resources:** We have a dedicated revision page on the school website which has specific support around about exam content and preparation <https://decschool.co.uk/year-11-revision/>. Students RM Unify homepage offers links to Maths Watch and Seneca Learning also.

To support pupil's wellbeing, pupils will not be expected to attend lessons after an afternoon exam (exams that start at 1pm). Pupils will be dismissed from school after the end of the examination and will be allowed off site early (afternoon exams only). However, if pupils would like to stay on site after an afternoon exam and attend any booster session, they are more than welcome.



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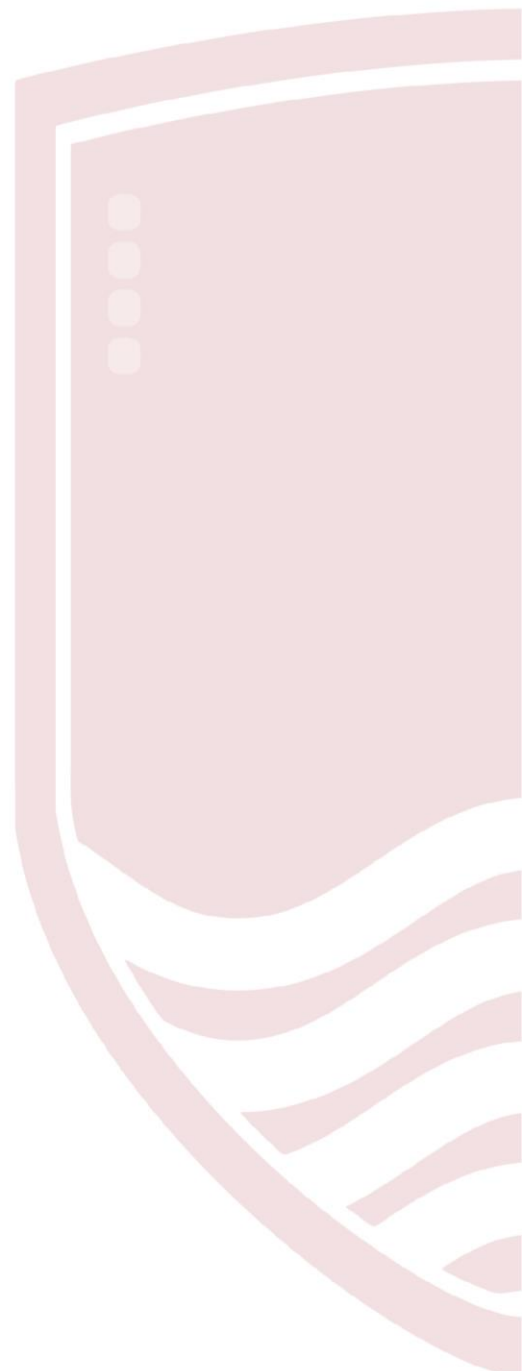
We have provided frequently asked questions but if you have any other questions about the support that is being provided, or require any additional information about your child please contact Ms Raine, Deputy Headteacher enquiry@decschool.co.uk

Thank you for your ongoing support in the lead up to the exams.

Yours sincerely,



Mr C Seager
Acting Head of School



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Frequently asked questions

What equipment you need to bring to your examinations

All pupils must ensure that they have all the correct equipment for each of their examinations.

The following equipment is essential:

- ❖ Black pen – you are only allowed to write in black pen throughout your examination papers. You should also have a few spares just in case one does not work or runs out
- ❖ Pencil (with spares)
- ❖ Pencil sharpener
- ❖ Rubber
- ❖ Ruler (30cm)
- ❖ Highlighter

All the above equipment must be in either a transparent pencil case or a clear plastic bag. If you bring anything other than what is mentioned above into the examination room this will be removed by an invigilator.

Items not allowed in the examination room

- ❖ Only the material that is listed on the question paper (e.g. an anthology) is permitted, students who are found to have any material with them that is not allowed will be reported to the appropriate examination board.
- ❖ No food is allowed in an examination room
- ❖ No Tippex is allowed in an examination room.
- ❖ No mobile phones, Smartwatches and watches, iPods, MP3/4 players or other potential technological/web enabled sources of information.
- ❖ Correction pens are not allowed within the examination room. You should cross out the wrong answer neatly and write the correct answer underneath.
- ❖ Bags and coats and any other items are not permitted under examination conditions and must be stored in lockers – please give yourself time before the examination to get organised.

I miss the examination can I take it on another day?

You cannot take an examination on another day if you have missed it. Timetables are regulated by the examination boards and you must attend on the given date and time. Pupils who miss an exam will receive a score of zero for that paper, and parents will be charged for the entry fee.

What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper, then have a short-supervised break as directed by JCQ regulations. During this break you will be supervised and must not have any communication with other candidates. After your supervised break you will then sit your second paper, you will remain in isolation until both examinations are completed. If in doubt consult the examinations officer.

Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc...

Can I leave the examination early?

It is not school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates who are still working through their exam.

