



28<sup>th</sup> March 2023

STATION ROAD KNOWLE SOLIHULL B93 0PT  
01564 773 348  
WWW.ARDEN.SOLIHULL.SCH.UK

Dear Parents/Guardians of Year 11 Students

### **Year 11 Revision, Exams and End of Year Celebrations**

As we rapidly approach the GCSE examinations, we are writing to inform you of important details relating to revision, exams, end of year celebrations and the most effective ways of supporting your child in their preparations.

We are aware that this can be a very stressful time, so students have also been given advice and support to help them cope with the forthcoming demands. We know that you will be giving your child every support with their revision, but if you have any concerns about your son/daughter please do not hesitate to contact Form Tutors, Mr Last, Miss Berry, or indeed any member of teaching or pastoral staff for specific advice.

### **Exam Timetable**

Your child will be given a personalised exam timetable which will be available on Edulink after 4pm on Tuesday 28th March 2023 (via the 'Exams' icon). You and your child should check the timetable very carefully and please contact school if you believe there are any errors.

In order to ensure, as far as possible, that your child has the opportunity to prepare thoroughly for their exams and to maximise their time with teaching staff, **students will not be released for study leave before May half term**. Between Monday 15th May and Friday 26th May, students are expected to start the school day as normal (8.40am every day in form time, except Wednesdays which is a 9am start) and they will follow their normal timetable. During this period, if they have any examinations, they will of course sit these instead of attending timetabled lessons. For any exams on Wednesdays, they should report to school at 8:45am

Attendance at these lessons is an essential element of the exam preparation process and will allow as much input and guidance from our staff as is possible in order to ensure that students reach the examination fully prepared. We are sure that you will recognise the benefit of this and support this process. During the entire examination period students must attend school in full school uniform and this includes school shoes.

We have also attached a copy of our 'Examinations Information Booklet' which contains important information about the rules and regulations for the GCSE exams. We would encourage you to read through this with your son/daughter.

**From Monday 5th June, students only need to come into school for examinations** (8.40am for morning exams and 1.10pm for afternoon exams). Full school uniform is required and prompt arrival is essential. Please can we ask for your help in impressing on your son/daughter the need for sensible and appropriate behaviour during the exam period and please refer to the following guidelines:



ARDEN ASSOCIATE HEADTEACHER: MR D WARWOOD BSC (HONS) | TEL: 01564 773348 | EMAIL: OFFICE@ARDEN.SOLIHULL.SCH.UK

Arden is part of Arden Multi-Academy Trust, a Company limited by guarantee, registered in England & Wales. No. 7375267. Registered Office: Station Road, Knowle, Solihull B93 0PT

- If students only have a morning exam, they should return home after the exam to continue their revision.
- If students only have an afternoon exam, they should arrive at school at 1:10pm.
- In both the scenarios listed above a school lunch service is still available if required.
- When students arrive for their exams they should arrive via reception, they MUST sign in on the sheet outside Mr Hooper's office. Then they go straight to their exam venue, for most this will be the Sports Hall.
- If students have both a morning and an afternoon exam, they should ideally remain on site at lunch time so we can ensure they are supervised. They are welcome to have a packed lunch or use the school serveries.
- Alternatively, if a student has a morning and an afternoon exam, we will allow them to return home for lunch. However, they should not hang around in groups within the local area, or arrive in groups to purchase food from local shops.
- After the 5th of June students are not expected to attend school if they do not have an examination on a particular day.

During this period of examinations, the students are still on-roll at Arden and are, therefore, representing the school community. As such we would ask them to adhere to the same high standards of behaviour and appearance as normal if they are out within the local community during the school day. However, we would expect that on the days that they do not have an examination, they are at home revising.

### **Exams Contingency Days**

Please note; each year there are 'exams contingency days' set by JCQ and this year they are timetabled for the afternoons of 8th and 15th June, as well as the day of 28th June 2023, so please ensure your child is available on these days. Contingency days are needed, for example, if there is a major national or local incident resulting in exam cancellation, or a national day of mourning following the death of a senior royal. Please do not book a family holiday that includes these days.

### **Leavers' Celebrations**

Separate communication will be sent out in due course regarding details of our leavers' celebrations and the Prom which are both due to be held on Friday 30th June. Our leavers' celebration will take place in the morning and will include a year group brunch, opportunities for shirt signing as well as the distribution of leavers' hoodies and yearbooks, and a farewell assembly. Students will then depart the academy to get ready for the much anticipated class of 2023 Prom. We will communicate timings and logistics of the last day after Easter.

Finally, we would like to pass on our thanks to you as parents/guardians for your support over the last five years. Partnership is crucial and we want to thank you for all the support, energy and time you have given the school and it is important that this continues as we approach the final stretch.

Yours sincerely



**Miss L Page**  
Deputy Headteacher



**Mr Last**  
Head of Year 11