

Dear Parents/Carers,

Please find attached the final GCSE examination and revision timetable, which outlines where revision sessions during the examination period will take place. This is subject to review and staff may put on additional sessions, which they will ensure students are informed of.

As we have previously communicated, Year 11 students are only required to attend the normal school day until Thursday 23rd May, which will be their last formal day in school. From Friday 24th May until the end of their last examination, students will only be expected to attend their examinations and revision sessions. Students are welcome to remain in school prior to, following and between examinations should they wish; the library will be a quiet space for them to revise or they can arrange via Teams to meet with their scheduled teacher as per their timetable. If they choose to remain in school for these periods, they will need to sign in and out of school in the Crush Hall.

From Friday 24th May, we need parent/carer permission for students to arrive and leave school outside the normal school day. This is because, prior to study leave, we are responsible for all students from 8.35am to 3.00pm but this will no longer be the case once they are able to arrive and leave freely. The MS form asks for you to confirm your permission for your child to leave within the normal school day and that you, as parent/carer, accept responsibility for them once they have left the school site at the end of examinations. If this form is not completed we will not be able to release your child from school until 3pm. Please complete this form by Friday 10th May.

https://forms.office.com/Pages/ResponsePage.aspx?id=jsPPYiPIpOGTv3qo35-Q0MV_EnC53xRBs4TRRj-ReY9UN0E0VFRaQTRZWEI5TTNCTk5QRkhVWUs2Qi4u

From Monday 3rd June, if your child has an examination in the afternoon and requires food at 12pm, please complete the MS form below. It is important that we know numbers in advance in order to allow the canteen to prepare and avoid food waste. Please note that there will only be limited service available, to include the deli bar and the pasta option.

<https://forms.office.com/Pages/ResponsePage.aspx?id=jsPPYiPIpOGTv3qo35-Q0GCccYKRKx5NsQSy6uy01btUM0g2WjU2MzRPTjI5WTY4TThYRFpMVTdWUS4u>

GCSE results:

A reminder that GCSE results are to be collected from school on Thursday 22nd August between 9am and 11am. As per previous communication, if a student is unable to collect their results on this day in person, they must put this request in writing to Mrs C Knight. This can be emailed to exams@pri.318education.co.uk or delivered in person to Mrs Knight. Results cannot be given to anyone other than the student without the student's written permission.

When students arrive to collect their results, they will be asked to sign a permission form for their GCSE scripts to be recalled. This is to enable the process to run smoothly should a script need to be reviewed and would be discussed with the student prior to submitting any recall.

Exam Certificate Collection:

Students will be invited into school on **Wednesday 13th November** from 4.30-5.30pm to collect their GCSE examination certificates. This is always a lovely opportunity for students to meet with each other and with staff to share their early experiences of life post Priory! Please put this date in your diaries as, once students have come off roll, we will no longer be able to send communications to you.

Yours faithfully,

Mrs C Knight,

Deputy Headteacher