



The Priory School
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9th April 2025

Dear parent/carer

We are nearing the end of your child's time at The Priory School as we enter the most important weeks of their time with us.

Through this email I hope to be able to provide you with all the information you and your child will need between now and when they collect their GCSE certificates in November!

There is an MS Forms link that you MUST complete once you have read this email.

Key Dates	Information/Guidance
Thursday 8 th May	Written GCSE Exams begin
24 th May to 1 st June – Half Term, school is closed	
Wednesday 18 th June	The final GCSE Exam, unless a contingency date is required (*see below) Students are expected to attend school as usual up to the end of their last exam.
Thursday 19 th June	Year 11 students should not attend school as there will be no longer supervision in place for them from this date.
Friday 20 th June	Leavers breakfast – All Year 11 are invited into school for 8:20am for an “in school” celebration assembly and breakfast. Leavers Prom – For those Year 11s with tickets. 7pm start.
Wednesday 25 th June	*The final “contingency” date for GCSE exams, should an exam need to be postponed nationally this is the final day that a GCSE exam could take place.
Leavers breakfast marks the end of your child's time at The Priory School and should therefore no longer attend school days unless invited into school for a specific event, like the two below.	
Thursday 21 st August	GCSE Results Day Students are welcome between 9am and 11am on site to receive a paper copy of their GCSE exam results. These can be collected from the school hall. We will also be asking students to sign a form on this day to give us permission to recall any of your child's exam papers. This will Staff will be around to answer any questions should you or your child have anything they want to ask about after receiving their results.
Thursday 27 th November	GCSE Certificate Collection Evening Students are welcome in the drama studio between 4pm and 5pm to collect their GCSE Certificates and year books. Teachers will be around to welcome you back to the school and we'll love to hear how you're getting on at college.

To reinforce the point made above. **Your child is expected to attend school as usual up to the date of their final GCSE exam.** They will need to follow their normal timetable up to this point, unless they are attending an exam. Normal procedures for reporting student absences apply until their final exam. Details can be found here: [Attendance & Punctuality](#)

We understand that this arrangement is slightly different to what we have had in previous years and this change is a result of the latest attendance guidance the DfE have published for all secondary schools.

GCSE Exam reminders

- Equipment – Your child must bring in the correct equipment for each of their exams, stored in a clear pencil case. Please make sure they have the correct equipment (including a working scientific calculator) ready for each morning of their exams.
- Attendance – **Your child must not miss a GCSE exam for any reason.** There are very limited reasons that an exam board will allow for a child missing a GCSE exam and even in these circumstances there is only minimal “special consideration” that they will make to your child’s score in that subject.
- Punctuality – Exams will need to start when they are scheduled to start and can’t be delayed for a student running late. Please make sure your child is in their form room well before the 8:30am bell has sounded so they are not running late for the start of their exams. This is the expectation everyday anyway but even more important during an exam window. Morning exams will always start at 9am promptly and afternoon exams will always start at 1pm promptly.

I have also attached some guidance from the Joint Council for Qualifications (JCQ) which gives an excellent summary of how your child can best be prepared for their Mock Exams next week.

GCSE Results Day & GCSE Certificate Collection Evening

Results Day: Thursday 21st August 2025

School will be open to students between 9am and 11am and students will be able to collect their exam results from the school hall during this time.

Certificate Collection day: Thursday 27th November 2025

School will be open to students between 4pm and 5pm and students will be able to collect their GCSE certificates from the drama studio during this time.

Please complete this form so we know what your child’s plans are for collecting their exam results and GCSE certificates later this year:

https://forms.office.com/Pages/ResponsePage.aspx?id=jsPPYiPlp0GTV3qo35-Q0MV_EnC53xRBs4TRRj-ReY9UMVJWRk5LQ1lCMko2SUQzS1RISUxaNTdNMMy4u

If you have any queries or concerns, please do not hesitate to contact us.

Yours sincerely



Mrs A Pope
Headteacher