

31<sup>st</sup> March 2025

Dear Families

Please find enclosed the timetable for your child's GCSE examinations, which start week beginning **12<sup>th</sup> May 2025**. Please note that all students are required to be available up to and including the Contingency Day, June 25<sup>th</sup> in case of Exam Boards rescheduling a Paper.

Students must arrive by **9.15am** for morning Exams (breakfast will be provided from 9am) and **1.15pm** for afternoon Exams. The dates and times of the exams are the same for all children in all schools across the country and we cannot change them, this also means that if students arrive late, they may forfeit the possibility of a grade in that paper.

If your child is ill on an exam day, you must contact the school and report the absence as soon as possible. The exam board may require a signed declaration or doctor's certificate/medical appointment card in order to take illness into consideration.

On the days that your child has an exam in the morning they are allowed to leave the site, **with your permission**, once their exam is over. As with our mock exams, **transport will not be provided**. If a pupil does not have permission, or if they wish to remain at school, revision and will be provided. For any pupils with morning and afternoon exams on the same day, we will provide respite and lunch.

On days where pupils will not be sitting any exams they will be expected to revise at home. A member of staff will telephone between 9.00 and 10.00am to ensure your child is safe and that they have appropriate revision resources. If we do not receive an answer, we will alert our safeguarding partners and ask that a welfare check is carried out. Teachers will provide revision resources, which can also be found on our website [www.ssps.org.uk](http://www.ssps.org.uk)

If, however you would prefer your child to attend school on those days, they are more than welcome. We ask that you let us know as soon as possible to that we can ensure any usual morning and afternoon transport can be provided, however we remind you that if pupils go off site during the day we will follow our usual routine of letting you know, cancelling transport and not allowing them to return on site.

You will shortly be receiving a permission form and invitation for your child to attend the SSPS Year 11 Prom. All pupils can attend Prom if they; attend, and try their best, in their GCSE exams. No pupil is unable to attend for financial reasons, and it is our desire that all our Year 11 pupils have the opportunity to access this very important rite of passage - however, extreme behaviours or non-attendance in examinations may jeopardise their place at Prom. Please encourage your child to attend exams so that we can reward their achievements this year in a really positive way.

I must remind you that **no mobile phones, watches or potential technological/web enabled sources of information are allowed into an examination room**. They **MUST** be **turned off and handed in to staff prior to the start of exams**. This is a requirement of every pupil taking GCSE exams and there is no concession around this. Should a pupil take a communication device into an exam room, or if they behave in a way that is disruptive to others or not in line with Invigilator

instructions, I am required, by regulations, to inform the exam board and their GCSE papers may be cancelled in that subject - potentially all GCSE papers can be cancelled if behaviours are extreme.

We have rarely had an issue with this at SSPS - but it is essential that I let you know that I have no choice but to follow this course of action in these situations. Full details of the relevant information for candidates, to explain the regulations and their responsibilities, are available on the school website.

If you have any questions, or require further information please contact, Holly Jones, our Exams Officer via the school office.

Finally, I would take this opportunity to thank you for your support this year. I am looking forward to spending time with your child at Prom and celebrating the end of Year 11 with them. I am also positive about their outcomes at the end of the year and am grateful for all you have done to help using in supporting our students to achieve their potential this year.

With best wishes,



Jo Simons  
Headteacher

Please sign and return to the School Office by **Friday 25<sup>th</sup> April 2025**

I am the person with parental responsibility for: \_\_\_\_\_ (child's name)

- 1) I give my Consent for them to revise at home on days they do not have exams and understand they will be contacted each day between 9.00am - 10.00am for safeguarding and academic checks.
- 2) I give permission for them to leave the school site after their examinations have finished.
  - Yes / No (Please delete as appropriate)

I understand and agree that;

- I am responsible for their behaviour in a public place.
- They will not be allowed to return to school once they have left the site.
- No transport will be provided at the end of the school day and I will make alternative arrangements should this be necessary.

Signed: \_\_\_\_\_ (Parent / Carer)