



Woodlands Academy
Partney Road
Spilsby
PE23 5EJ
Headteacher: Miss Laura Turner
Telephone: 01790 753902
enquiries@woodlands-cit.co.uk
www.woodlands-cit.co.uk



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Dear Parents/ Carers,

As the exam season is quickly approaching, I wanted to write to you to inform you of certain points that you need to be aware of regarding the GCSE exam period.

GCSE Examinations Summer 2024

The GCSE exam series will run from Tuesday 7th May through till Friday 14th June. This excludes GCSE contingency days, which I have included in a separate letter, giving you further guidance.

Dates and times

All GCSE exams are scheduled to start at either 9.30am or 1.15pm, depending upon the date and time of the exam, which I have attached a calendar to help pupils and parents to plan and revise.

Preparing for exams

The exam season can be a difficult and stressful time for pupils, which they can feel under pressure. You can really support your son/ daughter by ensuring they eat well and at regular intervals and get some early nights, ensuring they are rested and prepared for their exams. Although difficult, encourage pupils to revise in advance of their exams. Their subject teachers should be able to guide pupils in revision materials.

If you need any additional support leading up to your exams, please speak with your subject teacher, who will be only too happy to help with revision or

Equipment

All equipment will be supplied by school for each exam. This will take the pressure of the pupils in case they lose any equipment or forget something. If a pupil would like to use their own equipment, this will need to be brought in a clear pencil case or clear bag. All personal equipment will be checked by an invigilator prior to the start of the exam.

Water is allowed to be brought into the examination room but must in a clear screw top water bottle without any plastic label.

EXAM REGULATIONS

The school has to implement a very precise set of requirements in all public exams; copies of these are in this pack and also available on the school website in Examinations. All candidates **MUST** read and familiarise themselves with the regulations that apply to all public exams and be responsible in adhering to these. During the exam period we are

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The company's registered number is 9071623 and registered office is: CIT Academies,
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inspected to ensure that the school, as an exam centre, is setting the expected standards.

Please note that mobile phones and any other electronic devices not provided by school, including watches, are not allowed in the examination room. Failure for a candidate to surrender these items prior to an examination could result in disqualification.

At the start of all examinations, pupils will leave their bags at the front of the room, where they will remain to the end of the exam.

EXAM ATTENDANCE AND ILLNESS

Punctuality is vital on the day of the exams. Exams are scheduled to start no later than 9.30am and 1.15pm. As many of our pupils rely on transport, we do not envisage any problems, however if it becomes obvious on the morning of an exam that your child may be late, please contact the school as soon as possible. In the event of unforeseen illness, school needs to know as soon as possible so we can advise on the best approach. It is vitally important that every effort is made to take an exam, pupils who miss a component without supporting medical evidence will not get an exam result.

Study Leave

This year study leave will start on the 10th of May 2024.

For any year 11 pupil wishing to undertake study leave for this exam period, you must notify the head in writing with a parental signature. A slip has been attached at the bottom of this letter and must be returned to the head teacher by **Friday 26th April**.

For anyone not wishing to take part in study leave, provision will be made in school to use the time to revise for exams or to complete any outstanding work missed through the year.

ARRANGEMENTS FOR THE RECEIPT OF EXAM RESULTS

Examination Board results will be issued to pupils on

Thursday 22nd August 2024

Results will be available for collection between 9.30am and 10.30am on the 22nd August from the School office.

Results will not be handed to friends or parents/carers unless previous arrangements have been made with Miss Turner (Head teacher) or Mr Buckle (Exams Officer) in writing, this must have been done prior to the end of the summer term on Friday 21st July 2023.

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Results that have not been collected will be posted by first class post to the home address held on the school database, so please ensure that these details are up to date.

Our aim is to hand out results as quickly as possible, we would therefore ask that you avoid telephone queries except in exceptional circumstances.

IF THE RESULTS ARE DELAYED

In the unlikely event that results are delayed for any reason we will contact you directly on the phone number we have on the school system.

PUBLICISING OUR GCSE EXAMINATION RESULTS

Results are the personal property of Individual pupils. They will not therefore be put on display.

EXAMINATION CERTIFICATES

Certificates usually arrive in school at the end of October and will be sent out to pupils by the end of November. Please remember to advise the school of any change of details once your son/daughter has left school as their certificates will be posted to the address held on the school system.

Re: Contingency Day for GCSE Examinations 2024 Series

This information is regarding GCSE examinations being taken by your child during the 2024 summer series.

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

For the June 2024 exams, the awarding bodies have introduced two additional half-day contingency sessions during the session and a full day after the series has ended. These are on the afternoons of **Thursday 6th June 2024** and **Thursday 13th June 2024**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 26th June 2024**.

Therefore, please consider these contingency afternoons and day when making plans for the summer. **Candidates should remain available until Wednesday 26th June 2024 should examinations need to be rescheduled.** Should we experience no disruption during the time tabled exam period, availability on this day will not be required.

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If you have any queries, please do not hesitate to contact me or your child's tutor.

We would like to thank all the pupils, parents, and carers for working with the school over the last 5 years. We hope that all pupils have enjoyed their time at Woodlands Academy and that they receive the examination results they need to go onto college or work.

Good luck to all year 11s in their examinations and life after Woodlands.

Yours sincerely

Miss L Turner, Headteacher and Mr P Buckle, Exams Officer.

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Study Leave Return Slip

I Give permission to allow

..... to take study leave and I am fully aware this is optional

Parental/ carer signature

Date:

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