



PDO/ELO

9<sup>th</sup> May 2016

Dear Parents/Carers,

I am writing to outline the details for the GCSE examinations both before, and after half term. The first practical exams in PE, Drama and Art have been extremely smooth and we have been impressed with the effort and performance of the students involved. Written examinations begin on Monday, 16<sup>th</sup> May and the main things to know are below.

As you will be aware, we have significant building works going on in school due to the rooftop extension. We have had a break in the particularly noisy work in the last week in order to support the Art and Drama exams, but work will start again shortly. In order to give the students the best environment in which to take their exams, we have secured the use of St Cuthberts Hall, Newnham Street for the entire exam season. St Cuthberts is a short walk from school and will allow students the peace they will need to focus on each exam, away from the potentially distracting noise of the building works.

In order to start exams on time **all students need to be in school ready to be registered 30 minutes prior to the published start time.** They will line up in the cage as usual, be registered and then we will walk them to St Cuthberts Hall. Once seated, they will be re-registered and the exam will begin. At the end of the exam, students will be walked back to school. This routine will continue after half term unless students do not need to be in school after an exam. If this is the case they can make their way home from St Cuthberts. All students will be in school as usual until half term and will attend **all lessons** between exams.

After half term students will need to attend lessons **for subjects that they still have exams to take.** Once students have completed all exams and other work (if applicable) for a subject, they do not need to attend those lessons. They may choose to use this time to study at home, but there will be supervised study rooms available in school during lessons 1-6 for students who would prefer to revise here. **Full school uniform will be required for those taking this option.** Please note that after half term, the school day will finish for Year 11 at 3.30pm with no Prep in the afternoon.

As this arrangement means students will be coming and going from school there will be a Year 11 signing in/out book at reception; it is essential that students use this so we know who is in school for obvious safety reasons. All our usual expectations around punctuality will apply and students will not be able to bring unsuitable food/drink into school from town.

In order to support your child please ensure they have all the equipment they require for exams including a bottle of water and clear pencil case. Please also ensure that students need to be in full school uniform for all exams – **they will not be allowed to enter the exam hall if they are not in correct BFS uniform.**

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During PE lessons this week all students will be taken to visit St Cuthberts Hall so that they are familiar with the venue, we are sure they will find it cool, quiet and comfortable and an ideal location for them to achieve great things this summer.

If you have any questions, please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Mr Paul Donald  
Deputy Principal (Academic)