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Executive Headteacher (Thrive Trust): Mr P Cavanagh  
Head of School: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge and Mr J Shaw

3<sup>rd</sup> May 2022

Dear Parents, Carers, and Students,

As we approach the end of Year 11 for students at Kelvin Hall School, those expected Year 11 events will be coming very quickly. Vocational exams will begin next week (week commencing 09/05/22), and GCSE exams will begin in two weeks' time (week commencing 16/05/22). Exam season will end on Wednesday 29th June and we will celebrate the end of students' time at Kelvin Hall at the Year 11 Prom on Thursday 30th June.

The next two months are crucial for Year 11 students and are the culmination of their time in school, an opportunity to show everything they have learned. The grades they achieve in their exams will be important in determining what college or apprenticeship place they receive, supporting their future university applications, and helping them to get the careers they want when they finish their education. It is really important that students make these two months count.

You will receive a copy of your child's individual seating plan for the whole exam season. The timetable shows all dates, times, exam subject papers, room and seat numbers. It is vital that your child keeps this information safe and it may be a good idea for them to take a photo of it to keep on their mobile phone in case they lose this copy.

We would also like to take this opportunity to share with you again some important information as a reminder for the students during exams. You will find all the General Regulations as set out by JCQ attached with this letter.

#### Some important things to note:

- All students are expected to arrive at least 10 minutes before the exam start time to line up in preparation for the beginning of the exam.
- If your child is late for an exam it will disturb other students and we may need to report lateness to the exam board who may decide the paper cannot be accepted for marking.
- If you know on the morning of an exam that your child will be late for any reason, please contact the school as soon as possible. (01482 342 229 option 1 for Attendance)
- Students must not bring any bags, jackets, mobile phones, watches or electronic devices with them to their exams. These can be stored in their lockers.
- Students can take clear water bottles, with no label, into the exam. No other drinks are permitted.
- In accordance with the JCQ regulations, all students are expected to complete exams to receive a grade. Kelvin Hall staff will encourage, wherever possible, students to attend their exams. There may be exceptional cases though where this will not be possible, e.g. a temporary illness on the day of the examination.

- In the case of a student with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19, Kelvin Hall School will expect the student to adhere to the current UKHSA guidance where it may apply on the day of the student's exam(s). **Currently**, this guidance is:
  - If students have any symptoms of COVID-19 **and** have a high temperature or do not feel well enough to do *normal daily activities*, they should not attend school for examinations. They can return to normal activities when they feel well enough to do so and do not have a high temperature.
  - If students have tested positive for COVID-19, they should not attend school for examinations. They can return to normal activities after 3 days. The day the test is completed is Day 0.
- In accordance with the JCQ awarding bodies' guidance, the awarding of a grade through the *special consideration* process can only be made where a candidate is absent from an examination or non-examination assessment component for an acceptable reason.
- All absences **must** be reported immediately on the day of the examination and any application for special consideration will only be granted with supporting evidence and after being reviewed by the Head of School, Mr Leng.

Over the next two months, there will be a great deal of support and exam preparation for Year 11 students here at Kelvin, including revision lessons, intensive prep sessions, booster days, and revision and wellbeing support. **It is crucial that students continue to attend school every day and arrive punctually to make the best of these opportunities and to be prepared and present for their exams.**

If you have any questions or need any further support from us, please do not hesitate to contact [exams@kelvinhall.net](mailto:exams@kelvinhall.net). Any queries will be passed on to the relevant member of staff. Thank you in advance for all of the support you will be providing to your child over the next two months.

Yours sincerely,

Mr Christopher Leng  
Head of School  
Kelvin Hall School

Mrs Teresa Comez  
Exams and Data Manager  
Kelvin Hall School

