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

12th May 2023

Dear Parents, Carers and Students,

We are now fast approaching the GCSE exam season for students in Year 11 at Kelvin Hall School, therefore, we wanted to send out some key reminders and messages.

The GCSE and Vocational exams season will begin the week commencing Monday 15th May 2023 and end on Wednesday 21st June 2023.

The next six weeks are crucial for Year 11 students and are the culmination of their time in school, an opportunity to show everything they have learned in their five years at secondary school. The grades they achieve in their exams will be important in determining what post-16 opportunities they follow, such as college or apprenticeship placements, supporting their future career or university aspirations. It is really important that students make these six weeks count and do the very best they can to ensure they are fully prepared for every lesson, revision session and exam.

This week, we have shared updated copies of your child's exam timetable with you and students have also received their own copy. The timetable shows all dates, times, exam subject papers, rooms and seat numbers. It is vital that students keep 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.

Some of the ways we are supporting students:

- To make sure all students are energised and prepared for exams, there will be a free breakfast for all Year 11 students on the Teal Line every morning. Options include bacon sandwiches, sausage sandwiches, sausage rolls, croissants and Pain au Chocolat, as well as orange and apple juice.
- Our lesson timetable will change each week so that we can run preparation sessions for the students' next exams with their subject teachers. These preparation sessions will be shared with you on the home bulletin and are displayed around the school for students.
- Morning preparation sessions will start earlier than Period 1 when teachers are available. Students are welcomed and encouraged to attend these sessions to get last-minute hints, tips and support ahead of the morning exam. Teachers will share information with their classes in advance of these sessions.
- We know that this time of year can be stressful for students. In school, we have an extensive range of support available to students who are struggling with balancing exam stress, and the worries and nerves this can cause. Our Wellbeing Team continues to offer the Wellbeing Welcome every morning from 08:30, the Pastoral team are on duty throughout the school site from 08:15 each morning as well as your child's teachers who are available for them to speak to in school. If they have any concerns, please encourage them to speak to any of these key staff.

We would also like to take this opportunity to share with you some important information as a reminder for the students during exams. You will find all the General Regulations as set out by JCQ on this link <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>.



Some important things to note:

- All students are expected to be in school before 08:40. This will ensure that they are prepared for their exams and in good time to line up for the beginning of the morning 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 496730)**
- 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 labels 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 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 six weeks, 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. From Monday 15th May, students in Year 11 will not be able to leave school for appointments unless collected by an appropriate adult at Reception. Please continue to support your child in ensuring all appointments are outside of the school day wherever possible to ensure that they are not missing these valuable sessions in school.

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. Any queries will be passed on to the relevant member of staff. Lastly, we would like to thank you in advance for all of the support you will be providing to your child over the next six weeks.

Yours sincerely,

Mr Christopher Leng
Head of School
Kelvin Hall School

Mrs Lauren Piercy
Deputy Headteacher
Kelvin Hall School

Mrs Teresa Comez
Exams and Data Manager
Kelvin Hall School

