

Dear Parent/Guardian,

I am writing to you to explain the arrangements for the **Year 11 official public module exams which begin on Monday 15th May and end on Tuesday 27th June 2017**. Students are expected to attend all lessons except when they have examinations and full school uniform must be worn at all times. On the day of exams students have been allocated adapted timetables and departments will deliver extra lessons and energisers so that students are fully prepared for their exam either that morning or afternoon.

**Morning exams start at 9.00 am and afternoon exams start at 1.30 pm** (morning exam arrival time is at 8:30 am and afternoon exam arrival should be at 1:00 pm). Students must meet in the theatre 30 minutes prior to the exam time.

At home, it is vital that students are provided with the right environment to revise. It needs to be quiet and away from distractions such as phones and TVs. **Students should revise using their best techniques learned through the practice exams throughout the year and take breaks after 20 minutes each time.** This allows their body to recuperate and refocus ready for the next revision session. Exercise and eating healthily are just as important as the revision itself as it fuels the body ready for revision so please encourage this throughout the exam period.

The exam period is a very stressful time for students. BBC Bitesize have created a page called 'The Mind Set' (<http://www.bbc.co.uk/education>) where **information and advice is given to cope with the pressures of exams.**

If your child is ill or absent for an official exam, a phone call must be made to school BEFORE 8.30AM and a medical certificate MUST be produced. This is the legal procedure and requirement should a student be ill and therefore absent during an official public exam. All of the information has been discussed in assembly. It will be helpful if you check your child's timetable and familiarise yourself with the examination arrangements.

I am sure you will agree that the next few weeks are really important for your child. I hope you will ensure that they make the best possible use of the remaining preparation time by:

- **Revising carefully**
- **Continuing to attend study support sessions and revision classes to boost her chances of success.**
- **Getting enough sleep and eating properly**
- **Asking for support should she need any**

I wish your child every success in their forthcoming examinations and the best of luck for the future. Please do not hesitate to contact me if you have any queries regarding the exam period.

Yours sincerely



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