

November 2017

Dear Parents/Carers

GCSE Preparation Week

The Year 11 mock examinations will take place from Monday 11 December until Wednesday 20 December. I have attached a copy of the examination timetable, and a copy has also been displayed on the Fullbrook website. Normal timetables will be suspended for this period and students will only be expected to be on site when they have an examination or coursework session. Students will be informed which coursework session they should attend. If your child has a clash with an examination and coursework session, he/she must attend the examination.

The mock examinations will reflect as accurately as possible the process of the GCSEs in the summer. This includes an 8:45am start time for morning exams. All exams are scheduled to finish within the normal school day hours. The principal difference between the mock examinations and the summer exams is the number of days over which students will complete the exams. The mock examinations are more concentrated to ensure further curriculum time is not impacted.

Students MUST:

- Arrive **30 minutes** before the start of an examination
- Wear correct school uniform.
- Arrive with the correct equipment - students will not be loaned any equipment. Students must write in **BLACK** pen for their examinations.
- Bring lunch and snacks to school as their breaks may be different to the opening times of the school restaurant.

Examination rules:

- Students are **NOT** permitted to take any coats, bags, scarves or mobile phones into the examination hall – these must be left at home or placed in student's lockers before the examination begins. There will be no other facility in school to store any student's belongings.
- Students who behave in an unacceptable way will be removed from the examination and they will score zero.
- If your child is going to be absent through illness, please phone to report his/her absence using the absence line.

If you have any further queries or concerns, please do not hesitate to contact Mrs Garn in the examination office or me.

Consultation Evening

Your son/daughter will receive his/her mock examination results after Christmas via his/her teachers during lessons. Appointments for Parents Evening on 16 January 2018 can be made between Monday 11 December and Friday 12 January.

Year 11 Prom

Prom will take place on Friday 22 June 2018. An invitation to the Prom is a reward for Year 11 students who meet our expectations in terms of their work and behaviour. I very much hope that every student who wishes to attend the Prom can do so.

I have explained clearly to students the circumstances under which they will receive Prom rewards and strikes (see enclosed), and that three strikes will result in a Prom ban on the third strike.

The school has a small fund to support families for whom the cost of the Prom is causing difficulty. If this affects you please contact Mrs K Moore.

Other useful dates:

INSET day: Thursday 21 December 2017

Christmas holidays: Friday 22 December 2017 – return to school Thursday 4 January 2018

Yours faithfully



Mr J Baker
Head of Learning Year 11