

Dear Parents/Carers,

Following on from my previous email today, I am writing to outline logistical arrangements for the Year 11 mock examinations which are running from Monday 24th February. As you will know from my earlier communication we have taken the decision to locate the mock exams off site to ensure stability and continuity for our Year 11 students.

Please find attached the timetable for the mock exam series, which is largely unaltered (the only change is to the timing of History Paper 2). Also attached are all the documents that are included in the Student Handbook.

Students have been briefed on all arrangements today and have been informed that we are also emailing arrangements to parents and carers.

Key information is as follows:

- **All mock exams will take place in Portslade Baptist Church. The address for the Church is South St, Portslade, BN41 2LE. A map is below.** Most Year 11 students are familiar with this location as it is where they sat their end of Year 10 exams. The venue is comfortable and quiet and provides a good environment for exams. Exam desks will be set up exactly as they would be in school and exams will be properly invigilated.



- Students should arrive at the church 15 minutes before the start of each exam. **Exam start times are: 8:50am (morning exam); 11:15am (late morning exam); and 1:10pm (afternoon exam).** Please note that the one exception to this is that the exam on the afternoon of Tuesday 3rd March will start at 1:30pm. Students must do their utmost to

arrive in good time for each exam. If they are running late they should telephone the school office 01273 840004 so as not to delay the start of the exam for other students. Any absence through illness should also be called in promptly to the school office on the same number.

- Please note that there is no catering facility at the church so students should bring packed lunches and drinks. They have been reminded that if they wish to bring water into exams it must be in a clear bottle with no labels, words etc.
- Please help students to organise their equipment for exams over half term. They have been reminded of what they need today and information is in the Student Handbook.
- **If students have a morning exam and an afternoon exam but no late morning exam they are expected to stay on site in Portslade under supervision. Provision will be made for them and they will be supervised by school staff at all times.**
- **When students have no exam scheduled for a morning or afternoon slot they are expected to be at home revising for forthcoming exams.** They have been given guidance on how to revise.
- If the exam space on the Hangleton school site becomes available during the mock exam period (we which very much hope it will) it is likely that we will move the exams back onto site. This would of course be clearly communicated to parents/carers and students. Until such a communication please assume exams are running at the Church.

We are very sorry indeed that our students are dealing with this disruption at this point in their school careers. We have been so impressed with the attitude they have demonstrated this week; thank you for working with us to enable them to receive good teaching this week during our period of general closure.

With kind regards,

Sarah Price
Headteacher