



Headteacher
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Monday, 02 October 2017

Dear Parent/Carer,

YEAR 11 MOCK EXAMINATIONS OCTOBER 2017

Examinations for Year 11 will be from **Monday 9th October to Friday 13th October 2017** inclusive.

Prior to the morning examination, students should attend their normal registration and be escorted to the courtyard between Osterley and Sutton. For afternoon examination, student should assemble directly to the quadrangle, lined up according to the seating plan. They should wait quietly in this area until asked to move into the examination rooms. Please find attached the timetable for the examinations. Please note that students with access arrangements will be issued with separate/individual timetables. May I ask parents to check with their sons/daughters that they know at what time to present themselves for the examinations. For exams, which are taking place in multiple rooms, students are asked to check the seating plans, which will be displayed outside each room.

- All students should bring the appropriate equipment (e.g. pencil cases must be see through, black pen, ruler, pencils, protractor etc.)
- No talking is allowed in the room
- No food is allowed; only clear water in a see through bottle. All labels must be removed.

We cannot stress enough how important it is **NOT TO BRING IN MOBILE PHONES**. Anyone caught with a mobile phone or a MP3 player, whether it is turned off or not will be severely reprimanded by the appropriate Examination Board. They may be disqualified from that examination. (Please see Guidance Booklet available on school website and attached JCQ regulations). Students should not bring in Mobile phones on an exam day.

School Rules state:

Students are not allowed to use personal stereos or mobile telephones on the school site.

INAPPROPRIATE ITEMS, BANNED ITEMS AND MIS-USED ITEMS ARE ALL LIABLE TO BE CONFISCATED BY STAFF. ANY CONFISCATED ITEM IS LOGGED AND MARKED AND CAN BE COLLECTED BY A PARENT ONLY FROM MAIN RECEPTION THE DAY AFTER THE CONFISCATION.

When students do not have an examination, they will be in class for their normal, subject and will do work as directed by their subject teacher – **there is no study leave.**

May I take this opportunity in stressing that the mock examinations are very important to all concerned and that it is vital for all students to make every effort to do well. **These results will play a key role in determining whether students are entered for Foundation or Higher level papers in GCSE examination.** I wish the students every success.

Yours faithfully,

Prvhjeet Bassi
ASSISTANT HEADTEACHER

Specialist Visual Arts Academy