

Our ref: MCA/AKE

Friday 10<sup>th</sup> February 2023

Dear Parent/Carer,

We would like to take this opportunity to inform you of the plans, arrangements and expectations for the upcoming mock examinations and the final exams at the end of the academic year.

Your son/daughter has been provided with a March mock exam timetable and an A5 booklet with all the rules, regulations and expectations. Please use the timetable to plan and prepare for the exams. The exams will run from Monday the 6<sup>th</sup> of March 2023 to Monday 27<sup>th</sup> of March 2023. These exams are especially important as the results may have to be used in exceptional circumstances. Students need to attend all exams - please ensure 100% attendance even if they are feeling a little unwell or under the weather.

Please also take the time to read the A5 booklet and discuss this with your child to make sure that they understand and follow the guidance. Failure to do so may result in all examinations being marked as a 0. All students are well aware of these expectations. It is also vitally important your son or daughter switches off their mobile phones for each exam, and places their mobile phone in the collection boxes at the front of the exam hall. Please ensure that your child fully understands this very important exam expectation.

Our staff are working hard to ensure each and every student achieves their potential. Departments are currently offering after school enrichment programmes, which we would like every student to attend. Please also advise your son/daughter to complete all homework and extension tasks set to cement and further develop the learning that takes place in the classroom.

Thank you for your support.

Yours sincerely



**Mr Murray Campbell**  
**Assistant Principal**