

24 February 2023

Dear Parent / Carer

### YEAR 11 EXAMS and EXAM LEAVE

Year 11 Public GCSE written exams begin on 15<sup>th</sup> May and all students will now have received their Exam Timetable which runs until 21<sup>st</sup> June. Please go through exactly which dates your child needs to be in school to ensure they do not miss an exam. There will be no opportunities for students to catch up on any exams missed, and they will achieve a 0 (a U grade) for any exams they do not sit and this will affect their overall average grade.

Students must arrive at school 10 minutes before their exam, 8:50am for a morning exam and 1.20pm for an afternoon exam. Students must attend exams in full school uniform. When students have a morning and an afternoon exam, these students should vacate the premises between the exams unless they have made other arrangements with Mr Parkinson.

There will be no 'Study Leave' or 'Exam Leave' during the **May** examinations to ensure teachers have enough time to deliver essential revision activities during the exam period. We are willing to make special consideration for exceptional cases for students to begin their study leave from the 15<sup>th</sup> May according to the following criteria:

- Parental request in written form (email) or via personal telephone conversation where parents / carers are confident that their child is independent enough to study at home and be organised to attend all scheduled exams.
- Students who are at or above their target grades across all subjects and have endorsement from their teachers.
- Students have demonstrated their independence and maturity by getting an average score of 4 for homework in their latest school report.

Please note that we will keep all parental requests on file for future reference and the responsibility for learning at home will rest with you as parents/carers.

Study Leave begins for all remaining students after the half term, from **Monday 5<sup>th</sup> June**. For health and safety reasons no student is to remain on site unsupervised. If students have arrangements with teachers to come into school to complete vocational work during those lessons, or to attend extra revision sessions, they may do so but must sign in at reception and sign out immediately after the session they have signed in for and make their way straight home. In exceptional circumstances, if your child cannot be accommodated at home, please email Mr Parkinson and we will do our best to find a compromise.





**ROOKS HEATH SCHOOL**  
*Strive to be your best*

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If you have any queries, please do not hesitate to contact the school by phone or emailing [contactus@rooksheath.harrow.sch.uk](mailto:contactus@rooksheath.harrow.sch.uk).

Yours sincerely

Mr S Macaulay  
**Deputy Headteacher**

