



**Lees Brook
Academy**

Wednesday 10th May 2023

Year 11 | GCSE Exam Arrangements.

Dear parents & carers,

The GCSE exams start from 15 May; this letter outlines some of the key information for parents and students to guide them through the exam period.

Arrangements from 15th May 2023.

Students will be expected to remain in school full time. This will allow student access to expert teachers to help them to prepare. We will be making some timetable adjustments during examinations to ensure that students receive bespoke pre-exam preparation immediately preceding their exams.

For morning exams, students should go straight to their pre-exam warmup for 08:30 without attending registration; they will be registered within the pre exam warmup (location will be communicated to students).

For afternoon exams, students will have a pre-exam warmup at 12:30 (location will be communicated to students). Students with a pre-exam warmup will be allowed to go for lunch early at 12:00 to ensure they have plenty of time to have lunch before attending their pre-exam warmup.

It is compulsory that all students attend pre-exam warmup sessions and are on time. Registers will be taken at these sessions and parents will be contacted if a student is absent. Any missed or lateness to exams may result in fees being charged to the school. These fees may then be passed on to parents or guardians of students who fail to attend their scheduled exams.

We strongly encourage you to speak with your child about the importance of attending their exams and being on time, as the consequences of missing these exams can be significant. Not only can it result in additional costs for parents, but it can also impact your child's future academic and career prospects.

Uniform

Students must wear correct school uniform to all their exams.

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Registered Office: Aspley Lane, Nottingham, NG8 5GY



Conduct During Exams

Students must come to exams fully equipped (Black biros, pencil, clear ruler, eraser, pencil sharpener, calculator (where permitted), highlighters, clear pencil case).

In exams students must:

- Follow all instructions from the invigilators

In exams students must not:

- Communicate in any way with any other student
- Have a phone on their person
- Wear a watch
- Have paper or any other items in pockets

Advice for Exam Days

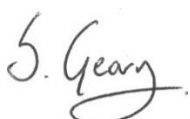
Following the tips below will help students to feel more in control and less anxious on exam days.

- Get to bed at a sensible time, no later than 11pm. Late night revision is often counter-productive, students need sleep to re-set and be alert for exams
- Ensure you eat breakfast. Your brains need energy to function properly, however consuming energy drinks prior to exams is not advisable.
- Do not try to cram the whole syllabus just prior to the exam. Look at a couple of key pieces of information and remind yourself of the structure of the exam.

I would like to take the opportunity to wish all of our students the very best for the exam season, and thank parents for their ongoing support. I have included a link to the exam timetable below. Please click "internal assessment dates".

<https://www.leesbrook.co.uk/parents/exam-information/#1626769346381-42e3ad46-7bd5>

Yours sincerely,



Mr S Geary
Assistant Principal