



Tuesday 26th March 2024

Dear Parent/Carer,

RE: Yr 11 Summer Exam Series Update

I write to confirm that the main Yr 11 summer exam series begins Tuesday 7th May 2024 and that students in Yr 11 are due to finish face-to-face teaching at Norbury High School at the end of the half term on **Friday 24th May**.

Please find details of arrangements for the rest of this half term below:

15th April – 3rd May	<ul style="list-style-type: none">• Students attend all lessons, including form time as normal.• Some students will be released from lessons to complete formal speaking or practical exams.
7th May – 24th May	<ul style="list-style-type: none">• Form time is no longer attended.• Students either attend a morning exam or go straight to P1 (8:55am). This means all Yr 11 students are on site by 8:55am.• Unless they're in an exam, students follow their P1-3 school timetable as normal. Teachers will use lessons to deliver structured revision for their subjects and upcoming exams.• Some P3 lessons have been organised to support subject specific study for exams taking place in the afternoon or the following day. This will provide students with space for any last-minute questions/queries to their subject teachers before the exam. When this is the case students will be directed to go via the year group Google Classroom and on the notice board outside Mrs Collins' office. Registers will be taken• Yr 11 lunch takes place 12:15-1p.m• Students who have an afternoon exam will have lunch at 12:15-1pm, then line up for their afternoon exam.• All other students leave the school site for the day at 12:15pm to continue study and exam preparations at home using revision materials. Students can collect lunch should they wish but will be directed off-site straight after.• Please note, even if a student does not have a scheduled exam they are expected in school 8:55am-12:15pm.• Any period 1-3 lesson taking place between 7th - 24th May is compulsory (not including when a student is in an exam).
Friday 24th May	<ul style="list-style-type: none">• End of Yr 11 Ceremony takes place• Students attend their morning exam / P1 & 2 lesson as normal.• In P3 students will attend their final year 11 form time with their tutor, the ceremony will take place from 11:45am in the main hall.

	<ul style="list-style-type: none"> • Students must be in full school uniform (there should be no writing on uniform) in order to be allowed to attend. This is a formal event and students not in correct uniform will not be allowed to attend and sent home instead. • Students should bring with them to school a <u>spare school shirt</u> and anything they wish to be signed. This can be signed at breaktime or the allocated form time in P3. • The ceremony is estimated to end by 1pm and students will be directed off site straight at the end of the ceremony.
27th May – 2nd June	<ul style="list-style-type: none"> • May half term break
3rd June – 26th June	<ul style="list-style-type: none"> • Students are only required to attend school if they have an exam. Once the exam is over, they are required to leave the site immediately. • Students must attend all exams in full school uniform. This includes following the school rules regarding jewellery and hair colour. • Students must continue to place their coats, bags and mobile phones in their lockers during the exam season. A reminder that when they have their last exam, students should ensure their lockers are cleared of all belongings.
12th July	<ul style="list-style-type: none"> • Year 11 Prom

Please note the exam window runs until 26th June. All students must be available up until the 26th June even if their last exam is before this date should an exam board visit occur and they are requested, particularly if they have completed coursework/NEA or controlled assessments as part of their course.

Important Exam Information

- A reminder that the registration times for summer exams are:
 - **8:30am for a morning exam**
 - **13:00pm for an afternoon exam**
- Important note: **exams can start any time up to 30 minutes before the scheduled exam time** so students must be on time for the registration time stated above as the exams can start anytime from the registration time.
- All students should register on the tennis courts.

Our Invigilators must follow strict rules laid down by JCQ for the conduct of examinations. As standard practice the school will be inspected in the summer examination series and the following will be checked.

- Coats and bags are not permitted in the exam room. If you bring these to school, they must be stored in your locker. **Students who need to stay warm, due to medical conditions, must wear thermal layers under their school uniform rather than a coat.** Coats will not be permitted into the examination rooms/halls.
- Full and correct school uniform must be worn to every exam.
- You must bring to the examination the correct equipment: black pen, pencil, calculator, rubber etc. Pencil cases must be fully transparent and not tinted. Calculators with a memory facility must be cleared before entering the exam room. Do not bring the calculator lid.

- You may bring bottled water but the label must be removed prior to entering the exam room and the bottle must be transparent. Food and chewing gum are not allowed in the exam room.
- It is essential that students do not have on or with them a mobile phone, iPod, MP3 player, smart watch, standard watch, headphones, earphones or any such device in any examination. To be in possession of such items or of notes connected with the subject being examined is prohibited and disqualification is the penalty for breaking this rule.
- When entering the exam hall or room you must do so in complete silence and remain that way until you leave as per JCQ rules “Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s)”
- In addition, candidates must not have: any writing or marks on the hands, body or stationery– not even the date and time of an exam. This also includes henna.

School Uniform Donations

There are some families in our school community who are facing financial hardship, especially in light of rising living costs, therefore the school would gratefully receive any donations of branded school uniform such as the school jumper, blazer or PE kit, if in good condition, which can be passed on to families in need. If you would like to donate a piece of school uniform please bring this with you (washed) at the time of your last exam and hand it in to reception.

Results Day

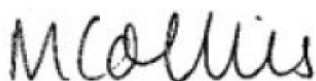
Results day is scheduled for Thursday 22nd August; further details regarding arrangements for collecting results will be released toward the end of the academic year.

Students must ensure they have provided a personal email address using the exams google form before they leave NHSG so we have contact details regarding the collection of certificates in November 2024.

I would like to take this opportunity to wish all our students the very best in their exams and next steps and I look forward to seeing them on results day.

If you have any further questions, please feel free to contact me on the details below.

Yours Sincerely,



Mrs M Collins
Deputy Headteacher for Raising Standards
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