

# Oak Academy

Duck Lane, Bournemouth, Dorset BH11 9JJ

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Email: [office@leaf.bournemouth.sch.uk](mailto:office@leaf.bournemouth.sch.uk)

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**Principal:** Mr R Burgas

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10<sup>th</sup> May 2018

Dear Parent/Carer

## **RE: GCSE Examinations**

As we approach the final GCSE exams, we would like to take this opportunity to thank you for your ongoing support of the Academy and your child during their time with us. The end is quickly approaching!

With controlled assessments now complete and destinations secured, all of our attention is now focused on ensuring your child is as prepared as they can be to succeed this summer. Included below are key pieces of information we need to share with you before the exam season begins.

### **Study Stay Timetable**

From Monday 14<sup>th</sup> May all students will begin following the 'Study Stay' timetable.

This will be issued weekly to students and will be published on our Twitter feed which can be found at [https://twitter.com/Oak\\_Academy](https://twitter.com/Oak_Academy).

The timetable will ensure that students are in the correct place prior to exams to consolidate exam techniques. On exam days this may run from 7.30am until 5.30pm and is compulsory during normal Academy hours. There may be times where it will indicate students are permitted to study at home.

Please contact Mrs Priest if there are any further queries about this timetable.

### **Exam Timetables**

All students have now received their final exam timetables.

Please ensure your child checks this to ensure there are no omissions or tier errors. Exam start times are set by the Joint Council for Qualifications and therefore must be stuck to rigorously. The start time on the timetables indicates the time the exam starts, not the time students are permitted to enter the exam room. It takes some time to seat all the students, give out the papers and read out the instructions.

Students therefore should arrive for exams half an hour before the published start time.

### **Exam Starts & Finishes**

Students who are absent at the beginning of an examination will be contacted by the Academy once the exam has started. If they arrive more than 30 minutes after the start of an exam, the Exam Officer will decide whether they will be able to sit the exam. The relevant exam board will be notified and will decide if the exam paper can be accepted.

Students will need to remain in exams for the full length of time, which on occasions will be beyond the end of the Academy day. This is to ensure all students can work in a disruption free environment.

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### **Absence from an Exam**

If your child misses an exam, this may be chargeable to yourselves unless exceptional circumstances can be evidenced. On the day of the absence the Academy would be in contact with you to discuss the situation. Please contact our Exams Officer for more information.

### **Exam Equipment**

Students will need to ensure they are well equipped for all exams. Although some specialist equipment will be available on loan, basic kit is essential and prevents delay and/or disruption at the start of an exam. All equipment must be contained in a clear plastic case or bag. Basic kit can be purchased from Mrs Priest before the start of the exam for 50p. No calculator cases are allowed in the exam hall.

Students are permitted to bring **water only** into the exam with a clear unmarked/labelled bottle.

### **Results Day**

Although this seems a long way off now, the date that students can collect their GCSE Results is Thursday 23<sup>rd</sup> August.

### **Behaviour and Effort**

As you will appreciate, students have put much time and preparation into the exams and should be given the opportunity to achieve to the best of their ability. Mobile phones and watches must be handed in prior to the exam to avoid any disruption this may cause. Students who are disruptive or behave in an unacceptable manner will be removed from the exam room by invigilators and members of the Senior Leadership Team. Parents/carers will be notified and appropriate action will be taken.

### **Thank you!**

Finally, please do encourage your son or daughter to complete as much revision as possible between now and their final exams. Every moment spent planning and revising may well feel difficult to them now, but will one day be recognised as time well spent. Please keep the motivation going until the end!

If you have any concerns regarding any of this information, please do contact us and we will be happy to assist.

Yours sincerely

Mrs S Priest  
Head of Year 11

Mrs H Richley  
Assistant Vice Principal