



Standish Community High School

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Executive Headteacher: Mr A Pollard BA (Hons) MA NPQH
Head of School: Mrs L Barker BA (Hons)
When replying please ask for:

1st May 2019

Dear Parent/Carer

This week your child has attended our exams assembly and has been issued with their final personalised exams timetable.

Mrs Campbell, Exams Manager, has informed students of all aspects of the exams process. Please see below the major points that were covered:

- Students must be punctual and arrive on time for every examination
- All students must attend all examinations in full school uniform
- If late, all students must sign in at the attendance office and make their way to your exam room. The reason for your child's lateness will determine whether they are able to complete the exam and how long they have to complete the exam. The decision is determined by the Joint Council for Qualifications (JCQ) and not Standish Community High School
- If your child is unable to attend any examination, you must contact school, inform school of the reason and a doctor's note must be provided to explain the absence or your son/daughter, failure to do so could result in your child receiving zero marks for that examination. If you do not provide a doctor's note to explain your child's absence, you could be liable for the cost of the examination, which could be up to £50.00 per exam
- Please check examination timetables carefully for early starts/late finishes. Please arrange transport if necessary
- Electronic/digital devices e.g. mobile phones, smartwatches etc. are not allowed in any exam rooms
- Water is allowed to be taken into examinations but must be in a clear bottle with a sports cap and no label
- Students must bring their own equipment. Exam pencil cases are available from the Library - £2.50.
Calculator - £7.00, Highlighter - £0.50
- Students must adhere to the rules and regulations of the Joint Council for Qualifications and the Examination Boards. Please see the school's website for further information.

If you have any queries regarding the GCSE examinations or the information provided in this letter, please do not hesitate to contact Mrs Campbell or Mr Morgan, Year 11 Pastoral Leader.

Yours sincerely

L Barker
Head of School