26 November 2026

Dear Parents and Carers

**Year 11 Trial Examinations**

As the Year 11 trial examinations begin next week (Tuesday 1 December), we would like to remind parents, carers and students of the following important information.

As you are aware, these examinations provide students with an opportunity to test their knowledge and understanding of their GCSE courses. They also provide students with the experience of **learning all the rules and regulations** that will apply when sitting their GCSE examinations in the summer, which are required by JCQ. Failure to follow the regulations may result in disqualification and, if necessary, the school notifying examination boards in the future. Therefore, it is **essential** that students are fully aware of all **examination protocols and regulations**. Please remind your child of the following key points:

- Students must **not** have **any electronic devices**, including phones, in their pockets; they should be in their bags and **must** be switched off. A mobile phone on silent mode is **not** acceptable.

- Please note that, in line with our Examination Policy, a **mobile phone detection scanner** may be used during examinations to help detect mobile phones and other prohibited metal objects. Students may be selected at random for a spot check as they enter the examination room, and may also be scanned when they leave and re-enter the room, for example to use the toilet, or where there is reason to believe they may be carrying a prohibited item. Any questions or concerns about the use of the scanner should be directed to the school.

- Students must be outside their exam room 15 minutes before the start of their examination, having already organised their equipment and been to the toilet.

- Students must ensure they have a **calculator** for **all** examinations, as well as all other equipment (black ink pens, pencils, rubber, ruler, highlighter, protractor and a pair of compasses) in a **clear pencil case or bag**. There are many subjects where a calculator is allowed and if they do not have one they will be at a disadvantage. If they are in a non-calculator examination, we will remind them to keep it in their bag. Equipment will **not** be loaned unless it breaks during the examination.

- Students must be **silent** when they enter the examination room. They should **not talk to or communicate** with other students once they enter the room. They should find their seat and **sit facing forward.**

- There is **no study leave** for Year 11 this year. From Tuesday 1 until Friday 18 December, students must **attend school for the whole day**. When they are not in an examination, they will attend **normal lessons**, where they will be permitted to revise.

- On **Friday 18 December**, students may leave the school site as soon as their final examination has finished. Students who travel on the school buses will be supervised until the end of term at **12 noon**.

- Normal school rules apply regarding **mobile phones**. Students must not use their mobile phones in lessons or when they are walking around the site after leaving an examination.

- **Normal school uniform applies** during the examination period, including the rules on jewellery and make-up. This includes **Thursday 17 December**, when the rest of the school has a non-uniform day. Students may bring a festive jumper or accessory to wear at lunchtime. We do suggest students wear a school jumper, as the Sports Hall can be cold for the first examination of the day (PE tops and hoodies are **not** acceptable).

- Students must be able to access their **individual timetable** every day during their examinations. We will **not** print new copies.

- If your child is too unwell to sit an examination, please report the absence as early as possible. Missed examinations **will not** be rearranged within the examination window.

- A reminder to read the following important documents before Tuesday 1 December:
    - Trial Exam Assembly (Rules to follow)
    - Trial Exam Generic Timetable

Please discuss the above points with your child and we thank you in advance for your support. We wish your child every success during the trial examination period.

Yours sincerely



Mr Carter
Assistant Headteacher

O Card

Mr Card
Head of Key Stage 4

I Birley

Miss Birley
Head of Year 11