



Denbigh School

The Specialist Technology College

In Milton Keynes

November 2009

Dear Parent/Guardian

As you will be aware, GCSE trial examinations take place between November 25th and December 2nd. Final timetables will be distributed shortly to students by their form tutor and guidance on revision is being given by subject teachers. **Students will need to refer to the timetable before each exam to find their room and seat number.**

To allow revision, we are offering all Year 11 students the opportunity to work (revise) at home from 25th November until 2nd December when not in school for exams. This will be excellent preparation for the summer examination period when students have to organise their revision around an extended examination timetable. Please indicate, on the form below, if you agree to your son/daughter studying at home when not involved in GCSE trial examinations or, if you would prefer, him/her using study facilities provided in school.

Please note that some students will also have exams on the 3rd – 8th December, although study leave is not permitted at this time. If permission for study leave is granted it is important that both you and your son/daughter are aware that students should only be either at school or at home. Students who have exams all day will not be allowed to go to the shops at break or lunchtime. This will be reinforced to the students by me.

I would also like to remind parents who may be planning family holidays that the period of GCSE examinations is from 17th May to 30th June inclusive. Drama examinations will be held between February and May. Modern Foreign Language orals start on 30th March, and the period of Sixth Form Induction commences on Wednesday 14th July. No examination candidate/Sixth Form applicant should be on holiday during these periods.

Finally, I would like to draw your attention to the following points that relate to the trial examinations:

- Students must bring their equipment into the examination room in a clear pencil case or plastic bag;
- No equipment of any description will be lent to students for any of the trial examinations. Students must have basic equipment such as black pens, pencils, erasers and rulers.
- Water only may be brought to drink – from a clear plastic bottle with label removed. No food or sweets are allowed in the exam room.
- **Mobile telephones and other electronic communication devices are not permitted in the exam room – these must be secured in the student’s locker or not brought to school.**
- Students are required to be in school and at the exam venue by 8.15am for 8.30am exams, 10.45am for 11.00am exams and 1:45pm for 2.00pm exams. It is very important that this time is available for students to be seated and spoken to prior to the exam. Please could you ensure your son/daughter is aware of the importance of this and that he/she is in school 15 minutes prior to all examinations.
- When students are not sitting examinations they should be at home or in the designated study rooms in school.

May I take this opportunity to wish your child every success in his/her forthcoming exams.

Yours sincerely

Miss J E Barford
Director Key Stage 4

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Please return to the exams office by Wednesday 11th November 2009.

NAME OF STUDENT..... TUTOR GROUP

- I agree to my son/daughter studying at home from 25th November to 2nd December (inclusive).
- I prefer my son/daughter to use the study facilities provided in school. **please delete as appropriate*

Signed.....(Parent/Guardian) Date.....