

February 2024

Dear Parents/Guardians

Further mock exams

A further set of mock exams will take place in English in late February. These will assess topics which were not assessed in the January mock period. This was, in part, because these topics had not all been taught at this point but also to spread their considerable marking load. The dates and times of these exams are shown below:

Date	Details
27 th February 2024 - 8.45am	English Language – Explorations in creative reading and writing
29 th February 2024 - 8.45am	English Literature – Shakespeare, Modern Prose & Drama

Final Exams

We are also rapidly approaching the start of the main GCSE examination period and will send an individual timetable shortly. In addition to the main body of exams in May and June, the following exams and events will also be taking place over the next couple of months. These will all count towards the students' final grades in these subjects:

Date	Length	Activity
11 th March 2024	All day	Dance Moderation
14 th March 2024	All day	Drama Performance
24 th & 25 th April 2024	All day	Art Exam
22 nd April – 2 nd May 2024		MFL Speaking Exams (Teachers will give students details of their exam date)
End April	All day	PE Moderation

GCSE Contingency Days

The full GCSE exam period is Thursday 9th May 2024 through to Wednesday 19th June 2024. However, the government has also designated some contingency sessions. These are in order to provide space for exams to be rescheduled in the unlikely event of a national incident preventing large numbers of students sitting them on the scheduled day. These sessions are:

- Thursday 6th June 2024 (half day)
- Thursday 13th June 2024 (half day)
- Wednesday 26th June 2024 (full day)

We have been advised that all students must be available to take examinations each day up to and including Wednesday 26th June 2024 - so please do not book any time away before Thursday 27th June 2024.

JCQ documents relating to exam conduct

The Joint Council for Qualifications (JCQ) is the official body which helps to regulate the conduct of examinations in England. Every year it publishes documents which explain to schools and candidates how the examinations must be run. The link below will take you to the page on our website which contains the following documents which the students should look through:

JCQ- Social Media Information for Candidates

JCQ - Information for Candidates - written exams

JCQ - Informing candidates of their centre assessed marks

JCQ - Preparing to sit your exams

JCQ – AI Use in Assessments

We will explain all the key elements of these documents to the students and it is very important that they take this seriously. If they do not meet these expectations, we will have to report the candidate to the Awarding Organisation and it is very likely that they will lose the marks for the affected exam. <https://gillotts.org.uk/teaching-and-learning/exam-information>

Revision over the next few weeks

Non-Examined Assessment (coursework) is now being completed in the subjects where it still exists. While many subjects are still completing the teaching of the course content, as soon as this has been completed they will be moving onto revision.

As the Easter break approaches the amount of homework will decrease and students should be increasing the amount of revision they are doing each night. Our expectation is that students should be completing a minimum of 2-3 hours of revision per night in the run up to Easter. They should then aim to complete a minimum of 3-4 hours per day over the Easter holiday. It is very important that students build breaks into their revision and using a revision timetable is essential.

The students will be provided with detailed guidance on how to prepare for their examinations both by their subject teachers and Heads of House. Each subject will also provide students with specific details of their exams and the topics which need to be revised.

The link below will take you to the Year 11 revision section of the school website. You will be able to access the revision materials, including videos, which have been posted there.

<https://gillotts.org.uk/teaching-and-learning/curriculum/years10-11/year-11-revision>

Year 11 revision sessions at lunchtime and afterschool

There is also a link on the school website to the revision sessions which are taking place in subjects outside normal lesson time. This can be accessed by clicking [here](#)

End of normal lessons – study leave

It is our experience that students prepare better for their examinations by combining home study with a structured school-based revision programme. As you will see from the attached exam timetable, many of the final GCSE exams are now taking place before the May Half Term holiday (with around half the exams now being in May).

The last day which students will be required to attend school will be Wednesday 8th May 2024. From Thursday 9th May 2024, students will only need to attend school if they have an exam or if they have a scheduled revision lesson. We will be organising revision lessons during the ‘study leave’ period and we expect all students to attend these sessions unless they have an exam in another subject. The timetable for these will be sent to you once it is available.

End of Year 11 celebrations

We will be holding the Year 11 Leavers’ Assembly and shirt signing session on Friday 3rd May 2024. The students will need to come into school for an 8.45am start as normal in full school uniform. Once they have completed the shirt signing and leavers’ assembly they will need to leave the school site (at approximately 10.30am).

It is important that all students conduct themselves very sensibly in the morning and during their remaining time at school. The end of the exam period will be followed by the Year 11 Prom on Friday 21st June 2024.

Whilst we are really looking forward to celebrating the end of their time at Gillotts School with Year 11, it is important to draw your attention to the fact that we expect excellent standards of behaviour across the whole of this period. Students will not be allowed to attend the Prom if they do not meet our expectations. These include:

- excellent attendance over the next few months (unless there is a clear reason for absence)
- excellent behaviour, including on Friday 3rd May 2024 (Leavers’ Assembly Day)
- attending all school detentions

It is also likely to be the case that any student who misbehaves on Friday 3rd May 2024 will be required to attend school as normal during the rest of Term 5 rather than being allowed to revise at home.

We will also be holding a Year 11 photograph on the last PSHE Day of the year (Wednesday 20th March 2024). Students will only be allowed to participate in this event if they attend the morning sessions.

Book returns

If your child has borrowed any textbooks or other learning resources from school these will need to be returned to the OLC. I would like to encourage students to return their textbooks after the end of their final examination in each subject.

Picking up exam results

Students will be able to pick up their GCSE results from the School Hall at 9.30am on Thursday 22nd August 2024. If someone else will be picking up the results they will need to be provided with a signed letter on the student's behalf. Also, if you would like the results to be posted or will be moving house over the summer, please can you let the House Base know as soon as possible.

Seeking help and support

We are aware that the last few years have been a stressful time for our students and staff. We will do all we can to support our students over the next few months. I would like to encourage you to contact your son/daughter's tutor or subject teachers if you have any concerns. It is also important that students build relaxation time into their revision programme and get plenty of sleep.

Please complete the [Year 11 Final Exams Permission Form](#) by no later than Friday 15th March 2024 to give permission for your child to have study leave from Thursday 9th May 2024.

We wish your child every success in their exams.

Yours faithfully,



Dr Newbold
Deputy Head