

19th April 2024

Dear Parent/Carer,

Re: GCSE Examinations and Study Leave

The Examinations

The GCSE examinations are fast approaching and I am sure your son/daughter is well into their revision.

You should have by now received your son/daughter's examination timetable, if for any reason you have not received this please email ExamQueries@marlborough.herts.sch.uk as a matter of urgency. You need to make sure you are fully aware of when the examinations are taking place. If there are any clashes with the examinations a member of the exams team should have contacted you, if you have not heard anything please email ExamQueries@marlborough.herts.sch.uk. It is important that your son/daughter arrives at least 10 minutes before the start of an examination and is fully equipped, if they do not have the equipment this can be obtained from the Finance Office prior to the examinations. If you require help in purchasing equipment do not hesitate to let us know and we can help, it's also important that students have a light breakfast in the morning before the examinations to support energy levels and keep them going!

The equipment needs to be stored in a clear pencil case or see through plastic bag (with no writing on it):

- Two black pens (black biro, not gel pens)
- Two HB pencils
- Eraser
- 30 cm ruler
- Pencil sharpener
- Scientific calculator (please check the batteries are working and remove any stored data)
- Pair of compasses
- Angle measure or protractor

Please also remember any specialised equipment for particular examinations.

Candidates are allowed to bring into the examinations a bottle of drinking water with a sports cap; please be aware that only water is allowed in the examinations and the bottle needs to be clear with the label removed.

If your son/daughter is absent from any of their examinations **there is no opportunity to catch up or take these at a different time** so they need to make every effort to attend.

If they are going to be late, for example due to traffic congestion, please call the school on 01727 856874 but be aware that if they arrive more than 30 minutes after the start of the examination they might be refused entry and the awarding body may refuse to mark the paper.



Once in the examination venues all students will be provided with a clear zip up wallet into which mobile phones, iPods, MP3 players or other electronic devices including watches will need to be switched off and placed, along with student ID badges (see under non-uniform); the wallet will be placed on the floor under their desk and they can collect the items from it at the end of the examination, once all of the papers have been collected in. If any of these items ring or bleep we have to inform the examination board which can lead to disqualification of the paper being sat, and any other papers with that examination board.

Morning Examinations

Prior to the morning examinations students will be able to meet their subject teacher for a session during which they will be reminded of some key top tips for the examinations, a timetable for the sessions is attached for your information. At the end of the sessions students will need to go straight to the Sports Hall.

Study Leave and Revision Sessions

The last day of school for Year 11 will be **Tuesday 7th May**. There are a number of practical examinations that will be taking place between now and then so students will need to be in school for **all lessons up until Tuesday 7th May**.

From Thursday 9th May staff will be available for revision sessions according to the Year 11 timetable up until the examination in a subject takes place or until the last examination on Wednesday 19th June. Please note that if there is a large examination taking place some classes in the core subjects may be put together but the revision sessions will still be available to all students who are not in the examination.

For those students studying in school lunch will be available from 12.30pm.

For afternoon examinations students must be in school by no later than 1.00pm for a 1.15pm start.

Exam Contingency Dates

Every year the exam awarding bodies nominate several contingency exam dates on which exams can be run should they need to be cancelled on their planned date. The contingency dates this year are Thursday 6th June (afternoon only), Thursday 13th June (afternoon only) and Wednesday 26th June (all day). It is important that students are available on these dates in the unlikely event of an exam needing to be rearranged by the exam awarding bodies.

Celebration Assembly

We would like to celebrate with Year 11 the time that they have been at Marlborough and will therefore be holding a celebration assembly on Wednesday 8th May, students should arrive in school at 9.15am and go straight to Da Vinci Hall for the celebrations, all Year 11 students will be expected to leave the site at 10.45am.

It has become a tradition for the students to wear fancy dress costumes for their celebrations and I am sure the current Year 11 will wish to do the same.

In the final weeks before the above celebration it is anticipated that behaviour in Year 11 will be exemplary. Should any student fail to maintain expected standards sadly we will have to reconsider



whether or not there is the self-efficacy needed to attend the celebrations either with the right degree of fun and dignity.

Non-Uniform

Following the celebrations on Wednesday 8th May students will be able to wear non-uniform to school from Thursday 9th May however they need to ensure that this is appropriate for school. We would **not** expect to see the following: piercings or tattoos, very short 'shorts' or skirts, midriffs, tops with spaghetti straps or off the shoulder, t-shirts with unsuitable logos or anything else deemed as inappropriate by the leadership team. If they are more comfortable wearing school uniform then this is fine too, some years it has been exceptionally hot in the examination venues therefore students may feel more comfortable in their PE kits.

All students will be issued with an ID badge which they will need to wear around the site at all times. These will be collected in after their last exam.

Catering Account Balances

We would appreciate it if the balance on your son/daughter's catering account could be cleared by the end of **Friday 14th June**.

Uniform Exchange

The school runs a uniform exchange/provision so we would be grateful if you could consider donating blazers or any uniform that you will no longer require that is in a good condition. If you would like to do this please bring the clean clothing in a plastic bag labelled "second hand uniform" to reception, thank you in advance for your support with this, again, this is very helpful.

Finally all that remains is for me to wish your son/daughter every success in their GCSE examinations and remind you that the Year 11 results day is on Thursday 22nd August 2024, the results will be available for collection at 8.30am in school or from 11am on Edulink.

If you do have any queries or concerns, please do not hesitate to contact me or the Examination Team.

Yours sincerely,



Mr A Stanton
Deputy Headteacher

