



Friday 24th April 2026

Dear Parents and Carers,

Re: Year 11 GCSE Exams 2026

As we approach the main GCSE exam period, I would like to share with you the details regarding the logistics of the exams. Students have already had these details and their tutors will be going through everything with them.

Change of structure of school day from Thursday 7th May:

Mon - Thurs		Fri	
8:30 - 9:00	SDT	8:30 - 9:15	PSHE
9:00 - 10:00	Period 1	9:15 - 10:15	Period 1
10:00 - 11:00	Period 2	10:15 - 10:30	Break 1
11:00 - 11:25	Break	10:30 - 11:30	Period 2
11:25 - 12:25	Period 3 Year 11 students with pm exams to have lunch from 11:45 - 12:30	11:30 - 12:30	Period 3 Year 11 students with pm exams to have Break 2 from 12:00 - 12:30
12:25 - 13:15	Lunch	12:30 - 13:00	Break 2
13:15 - 14:15	Period 4	13:00 - 14:00	Period 4
14:15 - 15:15	Period 5		



Lunch

Year 11 students with afternoon exams will be asked by their Period 3 teachers to leave the lesson at 11:45 and make their way straight to the Dining Hall where they will be supervised. They will need to stay in the Dining Hall until 12:00 as lessons will be going on in other parts of the school. These students with an afternoon exam will be escorted over to the Lecture Theatre at 12:00, where they will have the opportunity to spend time outside on the grassed area behind the Lecture Theatre if they so wish (a football will be provided and there is a picnic table).

Wake Up Shake Up

Morning:

- Students will need to put their coats and bags in the Lecture Theatre **by 8:20** (they should make sure they leave their mobile phone in their bag)
- Students must ensure they know what row and seat number they are and in which exam room (there will be lists in the Lecture Theatre)
- Students should consult the Wake Up Shake Up roomings list in the Lecture Theatre and **then take what they need for the exam** and go to the correct room for Wake Up Shake Up which starts **at 8:30** (roomings will be posted in the Lecture Theatre)
- Students will be escorted straight to their lining up stations from their Wake Up Shake Up rooms **at 8:50**

Afternoon:

- Students with an afternoon exam will be escorted over to the Lecture Theatre at 12:00, where there will be an opportunity to spend time outside on the grassed area behind the Lecture Theatre (a football will be provided and there is a picnic table)
- Coats and bags need to be left in the Lecture Theatre (they should make sure they leave their mobile phone in their bag)
- Students need to make sure they know what row and seat number they are and in which exam room (there will be lists in the Lecture Theatre)
- They should consult the Wake Up Shake Up roomings list in the Lecture Theatre and **take what they need for the exam** and **at 12:25** go to the correct room for Wake Up Shake Up which starts **at 12:30** (roomings will be posted in the Lecture Theatre)
- Students will be escorted straight to their lining up stations from the Wake Up Shake Up rooms **at 12:50**



Start of exams (both am and pm)

- Students will be escorted from their Wake Up Shake Up rooms and taken to their lining up positions at 8:50/12:50
- Students in the Gym line up on the dots outside the staff entrance to the admin block at the start of an exam
- Students in PE1, Business or the Hall line up along the path outside reception at the start of an exam

Exam Protocol

- ALL students will put their bags in the Lecture Theatre before each exam.
- **Phones must be switched off and in their bags, they must not be in their pocket. If they are worried about the safety of their phone then they should please leave it at home that day.**
- **Any students who take a phone into an exam venue will be disqualified from that exam at least - and possibly from other exams as well.**
- **Students must not carry any other electronic device into the exam room - this includes headphones and watches**
- Students must only have a transparent water bottle or pencil case
- Students must enter the exam room in silence and remain in silence until they have left the exam room.

End of exams

When students finish an exam, they will be collected from the exam rooms and the Lecture Theatre by a member of staff. They will then be escorted back to the Year 11 lesson that they would usually be in at this time. Where the exam has extended beyond the school morning break, we will make sure students have some supervised down time before they are asked to return to lessons. In these cases, please could they bring a snack, as the canteen will not be open. The rest of the school will be in lessons, so they will need to move quietly around school. Under no circumstances should students be wandering around the school site.

Revision lessons

We want to help students make the most of any teaching time remaining:

- Teachers will be **teaching active revision lessons** until all exams in their subject are completed, after which time these lessons will be silent independent revision lessons for other subjects. It is really important that students engage with these lessons, so that they benefit from being in school and receive as much guidance and help as possible in the run up to their exams.
- During **morning** revision lessons, if students have an exam for a different subject in the afternoon, they will be permitted to do some silent individual revision for that afternoon exam subject. They may wear headphones, but must remain in the room.



- Mobile phones should not be used for revision at any time.
- Students should come prepared with Chromebooks and resources. No students will be allowed to visit other classrooms or teachers to collect resources.

In order for the exams to run smoothly, the organisation is quite detailed, but after two periods of mock exams, students should be used to the exam routines. There are only a few changes for the public exams and students will be guided throughout. Behaviour in the mocks was exemplary, so we are confident that students will quickly ease back into the exam routines.

Thank you so much for your continued support of Year 11 as they approach their exams. We also want to provide the best support we can in school, so please do keep us informed if there is anything further we can do on an individual basis, not only to help students reach their potential, but also to look after their wellbeing in what can be a stressful period for many.

All arrangements for the end of the school year will be communicated separately at a later date. We wish all Year 11 the very best for their exams and look forward to celebrating the results of their hard work with them in August.

Best wishes,

Mrs H Gillingham
Assistant Headteacher (Quality of Education)