



**HEADTEACHER**

Mr G Pendlebury

**DEPUTY HEADTEACHER**

Mr N Maguire

6<sup>th</sup> January 2026

Dear 6th Form Students

You will all be aware that the Year 11 and Year 13 mock examinations begin this week. The mock examinations are an essential point in the year allowing teachers to check your progress and to identify areas which you need to develop in order to achieve success in the summer examinations.

As students, the examinations are a hugely beneficial experience of a 'real' exam and should be taken seriously whether you are doing AS, A2 or linear courses. It is important to see the rewards you can gain from a dress rehearsal and to understand what it feels like to enter an exam hall, work in silent, timed conditions and to apply all of your knowledge from your revision.

Please read the following points in order to help the examination period run smoothly:

- The Year 13 mock exam period begins on Friday 9th January and runs until Friday 30th January
- There are BTEC External examinations that start on Wednesday 7th January through to Tuesday 13<sup>th</sup> January
- All lessons in Year 13 will continue as normal. You should only miss a lesson if you have an examination
- You are responsible for knowing your examination timetable. If you are unsure, please see Mrs Smith for a copy of the examination timetable. Better still, refer to the school website and click on 'Examination Timetables' in the Student Area to view the PDF timetable document for KS4 and KS5
- All morning examinations begin at 9am. All afternoon examinations begin at 1pm
- Students will not have access to the SFC during the mock examination period and will need to use the canteen area as their communal study space. Study periods will take place in the canteen, and this is where you will be registered
- Year 12 students may, for the duration of the mock examination period, leave school at 2pm if they do not have a study period or lesson period 5. When they leave students must sign out at reception using the QR code
- Year 13 students may continue to leave school at the end of their school day, this is usually not before the end of period 3. However, during the examination period Year 13 students can leave site at the end of their last examination of the day/ last lesson of the day and should use the QR code at reception to sign out
- All students should continue to attend morning registration as usualDo not be late for your examination registration. You should be seated in the canteen 20 minutes before a morning examination (8.40 am) and be ready to register at the end of lunchtime (12.40 pm) for an afternoon examination
- If you miss an examination, you will be expected to do it in exam conditions at a later date. Re-takes will be arranged by the class teacher at their discretion
- Dress appropriately. There is no difference between the standards of dress you abide by on a daily basis and for an examination. Please refer to the 6th form booklet on the 6th Form drop-down menu of the school website for the dress code

- Remember your equipment. All pens, pencils and other equipment must be inside a clear plastic case if you wish to use one. You are responsible for your equipment, please do not expect to borrow a pen for a written examination or a calculator for a mathematics examination. Water must be stored in a clear bottle if you wish to take it into the exam space
- The Silent Study Room is in use for examinations, therefore is not available to 6th form students for the mock exam period. A study room timetable will be posted in reception, please check with a member of staff if this is appropriate and leave any rooms tidy and free of any rubbish

Finally, relax. The examinations are important, but not everything. If you have attended classes, listened to your teachers, made notes and completed independent study, you have nothing to fear. Expect to find your examinations challenging, but look to improve if they do not go the way you want. Use these examinations to find out which areas you need to develop and learn from them.

Yours faithfully



Mr O Hollyman  
Head of 6<sup>th</sup> Form/Assistant Headteacher