



SAXMUNDHAM FREE SCHOOL

"Providing a foundation for life"

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30 October 2017

Dear Parent/Carer,

As I am sure you are fully aware the Year 11 GCSE mock exams run from Monday 6 November – Tuesday 14 November 2017. The aim is to make this process as close as possible to the GCSE examinations in May/June 2018.

Each morning the students should arrive at 8.00am and gather in The Restaurant where they will be greeted by Mr Lees and a member of the Senior Leadership Team. They will be given a cooked breakfast at 8.10am, there will be no charge for this meal.

At 8.20am they will start preparing for the exam and be taken through to the exam room ready to start their exams. If they do not have an exam that morning they will go to line ups as normal.

It is important that students arrive on time each day and have with them any equipment they need for the exam. I have enclosed an exam timetable.

If a student is not involved in an exam they will take part in their normal lessons or receive additional intervention sessions to support them. When students finish exams they will join those lessons and then follow their normal timetable.

There will be no Period 7 for the duration of the exams.

On 13 December 2017 there will be a Year 11 Progress Evening. Parents and students are asked to arrive in the school hall at 4.15 for a presentation with the Headteacher where they will be handed an envelope containing their mock GCSE examination results. There will then be an opportunity to speak to your son/daughter's subject teachers as well as Mr Lees.

If you have any queries please do not hesitate to contact the school office.

Yours sincerely,

Headteacher

