

8 January 2010

Dear Students and Parents

GCSE, AS and A2 examinations begin the week commencing 11 January and continue through to the end of the month. Due to the recent poor weather it is important that we clarify the procedure should there be disruption to travel or the school day.

The examinations are held in school but are subject to the examination boards' rules and regulations. With regards to adverse weather:

"candidates will not be eligible to special consideration if preparation for, or performance in the examination is affected by adverse weather conditions, except in extreme circumstances." JCQ, section 13.2.18

The school will prioritise its resources and WILL remain open for public examinations at all times.

Please note the following:

- If for any reason it is necessary to close the school to other pupils it will remain open for examination purposes.
- If a student will be late arriving, notify the school, if possible. Late arrivals can still be accommodated in the examination or the school can delay the start of an examination within the regulations set out by the examining bodies: up to 1hr after the official start times.

- Allow additional travel time and, wherever possible, organise an alternative means of transport should school and/or public buses cease to operate.
- If a student misses an examination, they will complete the examination during the next available examination period i.e. May and June 2010.
- The special consideration for extreme conditions will only apply if the examination cannot be sat at a later date. This will not apply to almost all of our students. In addition, the examination boards are not considering the current forecasts as extreme.

Unfortunately schools have very little flexibility when administering public examinations and we will endeavour to operate the process as smoothly as possible.

The examination board information is available on their websites: www.ocr.org.uk, www.edexcel.org.uk and www.aqa.org.uk .

Yours faithfully

Mr C Sugden M.A.

Headteacher