

7 May 2024



Smestow Academy
www.smestowacademy.co.uk

Dear Parents and Carers,

Summer 2024 Exams

I am writing to inform you of some key dates and support that we are providing to Year 11 now the final exams are here. This can be a challenging time for pupils and those who they live with. Tips on how to support your child at home with exam stress can be found at: [Preparing for exams - a guide for parents and carers.pdf](#).

Additional information on supporting your child can also be found here: <https://www.mind.org.uk/for-young-people/feelings-and-experiences/exam-stress/>.

To assist with their preparation for the exam series, pupils were given a blank revision timetable in form time to help plan out their revision. Additional guidance on creating effective revision timetables can be found at: [The-DOs-and-DONTs-of-revision-timetables.pdf](#).

The canteen will be open from 8.00am for the duration of the exams for pupils to come in and begin some quiet independent revision. During Form Time, Year 11 are expected to bring revision materials with them to complete. Form Time provides an additional 30 minutes of revision each morning under the supervision of their Form Teacher, who can offer tips on how to revise.

Around this time, many pupils' begin to ask about study leave at this time. However, Smestow Academy does not allow any pupil to have study leave.

Pupils will be provided with focused time with subject specialists just before each exam. Pupils will be given a timetable of these arrangements and reminded the day before. These sessions have proved very useful in the past to get pupils ready for each exam. We reserve the right to remove any pupil from these sessions who is disturbing the studious environment. When pupils are not in exam preparation sessions, they will be attending lessons as normal. The exam preparation timetable can be found here: [Student version - Year 11 collapsed timetable - exams 2024.pdf](#).

Before a morning exam, the canteen will be open for a free breakfast for all Year 11 pupils, breakfast will be served from 8.30am. Pupils will then be directed to attend the breakfast exam preparation sessions with subject experts. Exam preparation sessions begin promptly at 8.45am.



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For each exam, pupils should be in school no later than 8.30am. If your child has not arrived by 8.30am, you will receive a phone call to check they are on their way. It is imperative that pupils are well rehearsed at being in school on time for the whole cohort to begin an exam on time.

If your child arrives late to an exam (for whatever reason) they are likely to be denied entry. Please support us by ensuring your child arrives by 8.30am each day and inform us immediately if you become aware of any delays. We will then advise you on the best course of action.

Pupils are not permitted to miss exams unless there is a letter from a medical professional, social services or the police stating they should not attend the exam (with the reason). Please keep in communication with us as soon as you become aware of any circumstances which may mean your child misses an exam and we will advise you on the best course of action.

If your child is unwell on the day of the exam, they must still attend and we will make provision for them to sit the exam where they are more comfortable. If they are still unwell at the end of the exam, they can be allowed home as soon as the exam is finished. Please keep in communication with us as soon as you become aware your child is feeling unwell.

If your child does not have a reason for not attending an exam on a particular day, we will invoice you for the cost of entry for that exam. This is £50 per exam.

Being Prepared for the Exams

Pupils are expected to be in full school uniform for all exams and will not be permitted into the exam hall without the correct uniform. As with the mock examinations, pupils **must** bring the right equipment to their exams. We will supply the basic stationary pupils need for their exams; however your child should make sure they have two black pens and a calculator (if required).

Mobile Phones and Smart watches are never allowed in school. If pupils are found in possession of these items in the exam hall, they will be reported to the exam board and are likely to be disqualified from all their exams.

Pupils must comply with the rules of the exams at all times. These can be found here [Warning-to-Candidates-2022_23.pdf](#). We reserve the right to remove pupils from exam venues who are disrupting the chances of others doing their best in the exam. Any malpractice will be reported to the exam board and this could lead to disqualification.

The Summer exam preparation timetable is included in this letter as stated above. Please check this before booking any family events as pupils cannot miss any of these exams. Pupils have each received copies of personalised timetables with their seat numbers on. If you require another copy please contact postbox@smestowacademy.co.uk.



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It is imperative that your child knows their seat numbers for the exams each day. These are listed on their exam timetable and will also be displayed on the wall of the canteen each morning. Not knowing seat numbers delays the start to exams. Please support your child by ensuring they know their seat numbers each day, for example D13.

After the final exam, pupils will not be expected in school. Further information about this will follow in due course.

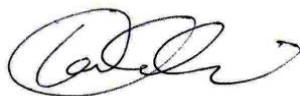
Planning is already under way for the Leavers Assembly at the end of the exams, which will give pupils the opportunity to celebrate their last 5 years at Smestow Academy. Details of this will be provided in due course. We reserve the right to deny entry to the Leavers Assembly as this is a special time to celebrate with the year group.

GCSE Results Day is **Thursday 22nd August 2024**. You will receive the arrangements for this closer to the day. If you already know that your child will not be able to collect their results on this day, please email [postbox](mailto:postbox@smestowacademy.co.uk) and we will provide you with instructions.

As we countdown the days to the final exam, please be assured that we are all working as hard as we can to support your child. If you need any additional guidance, please contact your child's Head of House via postbox@smestowacademy.co.uk.

I want to take this opportunity to thank you for your continued support, I can assure you it will all be worth it.

Yours faithfully



Mr I Chamberlain
Headteacher



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