

Date: 25.5.23



KIBWORTH MEAD
ACADEMY

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Executive Principal: Mr M Oldman

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Dear Parent/Carer & Student,

Summer Exams Update

This letter is to remind both students and parents of the study leave and exam arrangements after half term. Included later in the letter is key information about exams.

Study Leave

Study leave will commence on Monday 5th June immediately after half term to allow students to focus on the exams they have each day during the busiest weeks of the exam season.

During study leave students only need to be on site at Kibworth Mead when they have an exam. However, if they wish to remain in school we have also arranged a provision for that. The table below outlines the different formats of the day depending on the number of exams a student has.

Number of Exams On The Day	Action
No exams	Study at home.
Morning exam only	Attend school at 8:25am to take the exam. Go straight to the main hall for the pre-exam preparation session from subject specialist teachers. After the exam students can choose to attend their normal lessons for the day or leave site when exam finishes to continue study at home. Students must sign out via the Y11 playground at the end of the exam to leave site.
Morning and afternoon exam	Attend school at 8:30am and remain in school until the end of the afternoon exam. Students will not be permitted to leave site between exams. Lesson 3 they will be directed to a booster revision lesson for the subject of their afternoon exam. If their afternoon exam finishes before 3pm they must sign out at reception.
Afternoon exam only	Attend school from 12:15pm no later than 12:45pm to take the exam. Leave site when the exam finishes. Students must sign in at reception when they arrive at school. If students choose to arrive earlier than 12:15pm they must sign in at reception and go to their timetabled lesson. If students decide to attend the full day they should go to their normal tutor location for registration at 8:25am and do not need to sign in at reception. If their exam finishes before 3pm they must also sign out at reception.

Signing in and out of school

It is extremely important that we know at all times which students are onsite at school. Therefore, signing in and out of the building at reception is compulsory for all Year 11 students.

- **8:25am to 8:45am students do not need to sign in.** If they have a morning exam they should go to the main hall. If they do not have an exam they should go to their tutor lesson for the designated day. Registers will be taken in all of these venues by teachers. This is the same routine students are currently used to and have proven to be working efficiently.
- **After 8:45am students will need to sign in at reception, then go to their timetabled lesson.**
- Afternoon exams students must be in school not later than 12:45pm. For a large exam they will need to factor in the time it will take to sign in students. Therefore, I would highly recommend arriving at school at 12:15pm.
- If leaving school to go home after a morning exam students must go to the Y11 playground to sign out.
- If leaving school to go home during the normal school day other than after a morning exam (before 3pm) students must **go to reception to sign out.**
- **Students will not be able to sign in or out on another student's behalf.**
- **Students will not be permitted to leave site between two exams on the same day.**
- **If you have concerns about your child leaving site and wish for them to remain in school please contact us and we will ensure they are unable to sign out without contacting you first.**

Staying on site

The Year 11 timetable will still be running throughout the exam period so that students may attend their normal lessons to study with their teachers for subjects they still have exams left in. If a student has a lesson of a subject that has already finished e.g. sociology, they should bring revision work for another subject with them to complete in that lesson.

Where there are two exams on a day we will be continuing to run revision booster sessions lesson 3 that match the afternoon exam. Students will be advised where to go for these.

School Transport

Students may use the school bus to get to school at 8:30am and leave school at 3:10pm. **If an exam is scheduled to finish after this time students must make their own arrangements for getting home.**

If a student is unable to arrange transport home after a morning exam, please inform the school office in advance so arrangements can be put in place. These students would need to have revision work with them to complete onsite.

Uniform and bag

Students must wear school uniform. Students should bring a bag with them. When only coming in for exams it is far more likely for a student not to want to bring a bag. They will need a bag to put their phone in, if left in a blazer pocket they will be in breach of JCQ guidelines which we would then have to report as malpractice to the exam board. We have had a few last minute phone removals from pockets in the past two weeks.

Liaising with teachers

Students are still encouraged to stay in contact with their teacher during study leave. They can still seek support and help. Email is the best form of contact. Teachers may provide extra advice via Teams or Satchel:One.

Key Exam Information

Location

The vast majority of exams will take place in the sports hall. As in the March mocks for most exams students who qualify for extra time will take their exams in the sports hall with other students. Students with other exam concessions will be taking their exams in the bungalow.

Formula sheets

Students will be provided with formula sheets for GCSE maths and GCSE physics in the summer exam series. Copies of these have been emailed home previously and are attached with this email.

Timings

Morning exams will start at 9am, afternoon exams will start at 1:15pm with the exception of **Wednesday 7th June and Monday 12th June where they will start at 1pm**. Students must be at the location of their exam 15 minutes before the start time. Students must be silent in the waiting area before entering the exam.

Uniform and personal items

Students must wear correct school uniform to all exams. All personal items other than house keys and bus pass must be left in a bag outside of the exam room. Students can take into the exam room a clear bottle containing water, no tinted plastic bottles are permitted.

Students are not allowed to wear a watch of any kind.

Equipment

Students must come to exams fully equipped. I would advise bringing all equipment to each exam.

- **Compulsory:** Black biro pens, pencil, clear 30cm ruler, **pair of compasses, clear protractor**, rubber, pencil sharpener, **scientific calculator**, and coloured pencils for Design & technology.
- **Optional:** Pencil case (must be clear), highlighters

During the mock exams a concerning number of students needed to borrow the items in bold. Please ensure your child comes fully prepared.

Conduct in exams

Our students have conducted themselves very well in the exams so far. We need to keep our standards high to maintain our exam integrity.

The school must report to the exam board any conduct by a student that potentially breaches JCQ guidelines, we will remind students again of these rules in assemblies. This is not limited to, but includes the following:

- Completing details on the front of the exam paper before being instructed to do so
- Turning around and communicating with another student, e.g. smiling
- **Continuing to write after the instruction to stop writing**
- Writing non-exam information on the exam paper, includes doodles, messages to the marker
- Wearing a watch
- Having a phone on their person
- Having paper or other items in pockets.

Full JCQ guidance for students on exam practice can be found here:

[IFC-Written Examinations 2023 FINAL.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/examinations/ifc-written-examinations-2023-final.pdf)

After School Revision Sessions

Afterschool revision sessions will continue to take place according to the previously shared revision timetable.

Illness

Students should make every effort to attend all their exams. If a student is severely ill on the day of the exam please contact the school immediately. Medical evidence will be required.

Advice for exam days

The tips below for your child should help them feel in control and less anxious during the exam period.

- Go to bed the night before at a sensible time, 10pm or earlier. The mind needs sleep to re-set and process work from the day.
- Get up early to ensure you have time for breakfast. The body including the mind needs energy to function properly. Have a cup of tea or coffee for caffeine if needed, but do not consume energy drinks prior to an exam.
- Look at key information you know will be on the exam e.g. reminding yourself of the structure of the exam paper. Do not try to cram new information.
- After the exam use the revision timetable you have written to revise for the next day. This should include breaks, not hours of study without a break.

The guidance above will ensure that the students and parents/carers of our Kibworth Mead community go into the 2023 exam season well prepared and with a confidence that enables our young people to achieve results which reflect their potential and crucially, allows them to make positive next steps in their education and future careers. We look forward to your ongoing support during this important time in your child's education.

Save the date:

Year 11 leavers' celebration assembly is scheduled for the afternoon of Tuesday 20th June. More information to follow closer to the time.

Yours sincerely,

Helen Stockwell

Vice Principal