

2nd June 2023

Dear Parents and Carers of students in Year 11,

Final weeks of exams

I hope that you and your child have had a restful and productive half-term break. As we approach the final two weeks of examinations, I would like to remind you and your child of the arrangements we have put in place.

Attendance

Students attending morning exams must arrive at school by **08:30AM** and join the rest of their year group for morning mustering in the school canteen. Students attending afternoon exams must arrive at school by **12:30PM** to join the rest of their year group for line up at the Sports Hall.

Students who arrive late will not be provided with additional time or if they are too late, may not be permitted entry to the exam venue.

All students will be dismissed to study leave at the end of their exams unless they have another examination that same day. We will provide your child with access to their subject teachers for their final revision classes before the exam.

Should you have extenuating circumstances which prevent your child from being dismissed to attend study leave, please e-mail the school at enquiry@waverley.bham.sch.uk **before 10:00AM each day** to request that your child remain on school site.

Uniform

We want to remind you and your child that the expectation remains that they wear full school uniform for their exams.

We would, however, like to invite your child to donate their school tie which will be cleaned and then re-used for other students in the school. Students donating their school tie will no longer be required to wear a tie during exams.

We have noticed that some of our students have chosen to write messages on each other's school shirts. Whilst we appreciate that this can be a significant memento of their time at school, we remind all our students that they will not be permitted to enter an examination venue if they

have writing on their clothing. This would constitute a breach of exam board regulations and potentially amount to examination malpractice.

Behaviour and standards

We want to remind all students that the Behaviour Policy for the school remains in effect throughout their exam period. Students in breach of the school's Behaviour Policy may not be permitted to take examinations at this centre.

The school will conduct regular searches for prohibited items on students as part of its routine screening procedures. Prohibited items include the possession of a mobile phone, smart watch, or digital device during an examination.

Yours sincerely,

Mr M. Hire
Principal
Waverley School: Secondary & Sixth Form