



Rossett School

Success for everyone

May 2022

Dear Parent/Carer,

I am writing to you to clarify arrangements for your child's forthcoming GCSE and BTEC exams. Please read this information carefully as there are different arrangements before and after the May half term holiday.

Important information relating to all exams

Exam timetables

Your child has been given their individual exam timetable which includes their seat number. If they notice an error or need a replacement, they should contact jallan@rossettschool.co.uk.

Uniform

Students must wear their full school uniform for all their exams. This includes: school shoes, black trousers or skirt, school shirt, tie and blazer. The Rossett School jumper is optional, but the other items are not.

Equipment for exams

Most students came to their mock exams fully equipped. However, there were still some students that arrived without the essential equipment needed to access their exam papers. Students need to have the following equipment for their exams (in a clear pencil case):

- 2 **black** pens - blue pens are **not** allowed
- 1 pencil
- 1 calculator – except for the non-calculator maths exam
- 1 rubber
- 1 pencil sharpener
- 1 protractor and compass
- 1 ruler
- Coloured pencils for GCSE Design Technology

If your child brings a water bottle into their exam, it must be transparent, and the label must be removed. Please ensure that your child has what they need. If your child is in receipt of free school meals and you need financial assistance to buy this equipment, please email tharrison@rossettschool.co.uk.

Lateness/absence

Your child must aim to attend all of their exams and be on time. If there is an unforeseen situation which means they will be late or miss their exam (see below the section about COVID-19), please ensure you call the absence line (01423 564444 - option 2) as soon as possible and email our Attendance Officer, Mrs Ashman - sashman@rossettschool.co.uk.

www.rossettschool.co.uk

Rossett School, Green Lane, Harrogate HG2 9JP T: 01423 564444 F: 01423 502301 E: office@rossettschool.co.uk

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COVID-19

If your child has tested positive for COVID-19 or is unwell with relevant symptoms, guidance is clear that they should stay at home and should not attend examinations for 3 days. The JCQ have spaced out different exam components in subjects so that if a child has COVID-19, they will be able to sit at least one assessment in that subject. In this situation, the school will apply for special consideration for the component/exam paper they missed.

Any other illnesses must be significant enough to prevent your child sitting their exam and there must be medical evidence to support this to apply for special consideration.

Special consideration

It is important to note that exam boards only grant special consideration in exceptional circumstances. Any decision made by exam boards is based on the family providing robust evidence. If you feel your child was disadvantaged on the day of a particular exam e.g. due to the notification of a family bereavement, please contact our Exams Officer jallan@rossettschool.co.uk who will contact you to discuss the next steps. If you wish to know more about special consideration for Summer 2022, please read the JCQ summary found [here](#)

Malpractice

Schools have a duty to report any form of malpractice to the relevant exam boards, should it occur. Through our assembly programme, your child has been given clear instructions about what constitutes malpractice. This includes but is not limited to:

- Taking a mobile phone into the exam hall;
- Taking revision notes into the exam hall;
- Wearing a wristwatch of any kind in the exam hall;
- Having a label on a water bottle.

The consequences of malpractice can be severe including disqualification from all exams. If you want to know more, please contact our Exams Officer, Ms Allan - jallan@rossettschool.co.uk

Arrangements for exams - Before May half term

As previously communicated, your child will be in school up to and including 27th May 2022. Students have been given an assembly about the arrangements for exams before half term. In summary, all students will follow their usual timetable unless they have an exam, at which point they will make their way to drop their bags and line up ready for the exam. After their exam, they will return to their timetabled lesson to continue revision with their teachers. The Year 11 Team and your child's teachers will support in ensuring they understand where to go and at what time during the rest of this half term. Please read below to see the arrangements for after May half term – at which point your child will be on study leave.

Arrangements during study leave – After May half term

Morning exams

If your child has a morning exam, they need to report to their usual form room at 8:50am. This will enable their tutor to register them and provide a short catch up and wellbeing check with your child prior to their exam. At the end of form time (9:05am), students will drop their bags in the PE classrooms and line up on the Bottom Tennis Court as they did during the mock exam period. They will then be led into the Exam Hall and will sit their exam. If your child has an afternoon exam, they are welcome to stay on site and revise in the Learning Resource Centre. They may also return home if they can guarantee to be back in good time for their afternoon exam – 1:00pm at the latest.

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Afternoon exams

If your child has an afternoon exam, they are welcome to arrive at school for 12:25pm to eat lunch at school, and then go straight to drop their bags and line up on the Bottom Tennis Court at 1:00pm. The latest time your child can arrive at school for an afternoon exam is 1:00pm. After the exam, your child can return home. If they usually get a school bus, they can remain on site and revise in the Learning Resource Centre, boarding their usual school bus at 3:10pm.

Revision support during study leave

Your child will need a quiet space at home to revise for their exams. They should be revising in 20-minute blocks interspersed with short breaks. Please note, research strongly suggests listening to music during revision has been proven to negatively affect concentration and retention of information.

During study leave, your child's teachers will be uploading revision support and exam guidance materials on to Teams. We expect students to use these materials to help them prepare. If you wish for your child to remain in school during this period, we can offer a revision space in the Learning Resource Centre. If you wish your child to remain in school, please contact Mr Bulmer (Director of Learning – Year 11) mbulmer@rossettschool.co.uk who will discuss this with you.

Wellbeing support

Every year we enhance our support for Year 11 students during the exam period, as we recognise it is a stressful time. During study leave, our most vulnerable students will be contacted on regular basis by the pastoral team. We have reiterated to the students the importance of regular sleeping patterns, eating a healthy diet, exercising regularly, and taking breaks during revision. If you are concerned about your child's mental health during this time, please contact mbulmer@rossettschool.co.uk who will be able to signpost you to further support.

We are extremely proud of the resilience and focus we have seen from this year's Year 11 cohort and wish them the very best in the upcoming examinations. If you have any further questions about the exam period, please do not hesitate to get in touch.

Yours sincerely



P Saunders
Deputy Headteacher

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