24 November 2016

Dear Parent/Carer

**Year 11 Pre-Public Examination Series (Friday 9 – Thursday 22 December 2016)**

As you may be aware Pre-Public Examinations commence on Friday 9 December 2016. We are running a series of Pre-Public Examinations in order to help prepare students for their forthcoming GCSE examinations. This set of unseen exams will help ensure students have a clear understanding of what is expected in the summer, as they will be organised and delivered in exactly the same way as their GCSE examinations. Details of when exams will take place are outlined on the full timetable enclosed (which is also available on the St Joseph’s College website – www.stjosephscollege.org.uk).

Students will be issued with a personalised exam timetable during tutor time prior to the exams. All examination content will be tested from both Year 10 and Year 11 and will, therefore provide students with an up-to-date, reliable reflection of their likely subject grade for each GCSE. Furthermore, the results from these Pre-Public Examinations will enable teachers to identify any issues or gaps in knowledge which students can then build upon for their GCSE examinations.

It is of vital importance that students prepare for these examinations as they would for their GCSEs. Students will be expected to revise thoroughly at home over the next few weeks. They should also create a revision timetable and dedicate time to the revision of each subject, ensuring they revise work from both Years 10 and 11 to date. In addition, students should receive a revision list from all subjects to help guide their learning. Prior to these Pre-Public Examinations we will also be hosting some Revision Strategies Sessions during tutor time. These sessions will enable students to further develop the revision techniques and methods needed for their GCSEs.

Your son should only attend school when they have an allocated examination or controlled assessment during this Pre-Public Examination series as detailed below. Please ensure you check this table carefully as it is important all students are in school on the Friday 9 and Monday 12 December and Thursday 15 December for all of the examinations and controlled assessments they will be undertaking (see timetable).

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| **Friday 9 & Monday 12 December** | **All students in school and attend examinations as allocated** |
| Tuesday 13 December | In school for allocated examinations and controlled assessments only |
| Wednesday 14 December | In school for allocated examinations and controlled assessments only |
| **Thursday 15 December** | **All students in school for controlled assessment examination** |
| Friday 16 December | In school for allocated examinations and controlled assessments only |
| Monday 19 December | In school for allocated examinations and controlled assessments only |
| Tuesday 20 December | In school for allocated examinations and controlled assessments only |
| Wednesday 21 December | In school for allocated examinations and controlled assessments only |
| Thursday 22 December | In school for allocated examinations and controlled assessments only  |

Students must arrive at least 15 minutes early for their examinations and must not be late. Furthermore, it will be necessary to adjust the timings of break to accommodate all examinations. Please be aware that although the cafeteria will be open to students taking examinations (including those on free school meals), there may be a limited offer available so we suggest students bring in a snack and drink from home.

It is important that when students leave school following an examination or controlled assessment they should not congregate at Crown Point as they should return home immediately to dedicate this time to independent study.

Please note that full school uniform must be worn when students are in school and taking their examinations.

Reports will be sent out at the amended time of the week beginning Monday 16 January 2016.

Thank you for your continued support. We wish all our students good luck in these exams and look forward to celebrating their results with them in January.

Yours faithfully

Alexandra Derrington

Raising Standards Leader for KS4