

YNN

01 May 2024



Dear Parents/Carers

Our Year 11 students are working hard to ensure that they can be proud of their results in the summer, and they're also looking forward to the opportunities to celebrate the end of their GCSEs and their time at Caldew in Years 7 to 11. As we are in our final days before the GCSE exams begin, we wanted to share some important information with you.

Exams & Expectations:

It is worth reminding students of the following:

- Students must be in full school uniform for exams and ensure that they arrive to school on time before exams.
- Seating plans for exams will be displayed on the exam noticeboard near G4 and outside the exam rooms. Students should leave time to check the seating plan before their exams so that they are seated on time. It is crucial that exams start promptly and smoothly.
- Students need to have the correct general equipment for exams: they must use a black pen. They will need their own scientific calculator and should be using them in lessons so that they become familiar with how to use the different functions before the exams. If the calculator lid contains formulae, the lid should not be taken into the exam room. Calculators are available to buy in school if necessary: students should speak to their Maths teacher.
- Students can take a bottle of water into their exam. It should be in a clear bottle, with any labels removed.
- Students should go to the toilet before the exam to avoid needing during the exam. Anyone who needs to use the toilet during the exam will need to be escorted so this should be avoided as far as possible.
- The JCQ outlines expectations around behaviour in exams e.g. mobile phones and watches must be handed in; students cannot communicate with each other in the exam room. These are available on our school website's exams page and we are confident that our students will respect these, as they have in their mock exams.

Roadworks and Exams:

There is a series of planned roadworks which coincides with students' exams and may disrupt their journeys to school.

There are road closures affecting Durdar, starting this week. There is the planned closure of a section of Dalston Road from the middle of May, with a diversion along Peter Lane, the A595 and entering Dalston from the Orton Grange roundabout. This is a significant diversion which will cause congestion and delays to all journeys around the school. We have shared details of these with all parents and carers, so please refer to those for the most up to date information, but we wanted to write specifically to you about how it may affect exams.

The dates and times of exams are set by the exam boards: we have little flexibility and cannot make changes to them. If a student arrives at school within an hour of the published start time of 9am, they can be allowed into the exam without referring to the exam board.

If a student arrives after 10am, we cannot do this. At this point, a student who started their exam in another school may have left their exam, meaning details of it could be being discussed on social media or between students. For this reason, the exam board no longer considers the exam 'secure' and any student arriving after 10am would have to be referred to the exam board. We cannot guarantee that they will accept students' work. They would only consider exceptional circumstances; individual, avoidable lateness may not be accepted. (See section 21 of [ICE 23-24 Final-March-2024.pdf \(jcq.org.uk\)](#) for JCQ guidelines.)

We have contacted the exam board pre-emptively so that they are aware of potential issues. We will follow any advice that they share with us.

To support students being on time for their exams and reduce their worry about being late:

- Please set off for school much earlier on days with exams.
- Consider an earlier train, rather than the bus, if possible.
- If there is an issue, contact us as soon as possible and explain that your child is doing an exam so that we can advise you (01228 710044).
- If a bus is delayed, students should stay on the bus. If we are able to get staff to the bus, we can supervise the students sitting exams, collect mobile phones etc. and reassure the exam board that students were under our staff's supervision. Obviously, if the traffic affects the bus, it will affect our ability to do this quickly. Students have been told to contact us and we will support and advise them.

Timetabled Pre-Exam Warm Ups & Additional Revision Sessions:

Each year, we give students additional time with their subject teachers before an exam. The Pre-Exam Warm Ups are immediately before an exam (8.45am for morning exams and 12.45pm for afternoon exams) and can be used to remind students of key timings or top tips. Most importantly, they reassure students before they go to their exams.

As some subjects' exams are completed, we also make some changes to the timetable to give students more time with subject teachers for the exams that they still have to do.

In subjects where exams are finished and there is no additional revision session, students will be supervised revising independently. They should make sure that they have materials with them to support this. There is no period of study leave: students should attend school until their last exam.

Returning Resources to School

Students must return all textbooks, revision guides and other materials (including locker keys) **by Wednesday 19 June**, using the return form that will be issued through registration (spare copies will be available from Student Services and the school website). A copy is attached for information only. Please remind your child to do this as resources are needed for future students. If any resources are not returned, this will result in students being invoiced for the cost.

Last Day Arrangements:

To celebrate the end of their exams, we plan to hold a special assembly for our Year 11 leavers. This will take place on **Wednesday 19 June**. (Please note that there is a contingency period in case an exam has to be moved nationally, meaning that students should be available to sit exams up to and on Wednesday 26 June.)

- Students should arrive in school at the usual time.
- We expect all students to be in full school uniform, including their school tie and blazer. Any student not in school uniform will not be allowed to participate in the assembly.
- Some students will have their final exam: Food Preparation & Nutrition. They must arrive with equipment and join their exam warm up session.
- Students not in the exam will enjoy a leavers' breakfast together, having time to take photographs and sign shirts and leavers' books. Students should bring a spare shirt to be signed. Once the exam has finished, all students will have time together.
- A leavers' assembly will then be held, before students leave school at **12.00pm**.
- It is expected that parents and carers will collect students or arrange transport home unless you contact the school office (office@caldew.cumbria.sch.uk) or call us on 01228 710044 **before May half term** to discuss possible transport.

We look forward to spending this time with the students, sharing their memories of school and celebrating their achievements. We trust that they will continue to respect our school rules until they leave. If anyone fails to do this, they will need to be collected immediately and risk further consequences, such as being unable to attend the prom.

Prom

Students have received their invitations to the prom- this includes expectations, key details and deadlines for payments. We look forward to celebrating our students' achievements, but also recognise the financial pressure that the cost associated with the event can create. There is a number of organisations in Cumbria which collect and then offer prom clothing and accessories. The names and links to their Facebook pages are listed below.

PROMise It 4ward (West Cumbria): <https://www.facebook.com/PROMiseit4ward>

You Shall Go To The Ball (North Cumbria): <https://www.facebook.com/youshallgototheballcarlisle>

A Prom For All (South Cumbria): <https://www.facebook.com/A-Prom-for-All-111579173670812>

Exam Results

Exam results will be available on Thursday 22 August. These may be collected in person from main reception from 8:00am onwards. If anyone other than students will be collecting results, students must notify the school office before results day. If results are to be posted home, a stamped, addressed envelope should be handed in to the school office before the end of term. We can only put the results in the post on results day, not before, so they will arrive on Friday 23 August. We can, however, email results on the day. Students need to email office@caldew.cumbria.sch.uk or give an email address in at the school office. Please note that we have to have students' permission to do this, not parents' or carers'.

It only remains to say that we wish the best of luck to every student at what can be a very stressful time in a young person's life. We will be very sad to see them go, although look forward to seeing the majority of them return to study in the Sixth Form.

If you have any questions or if we can support in any way, please get in touch and we'll do whatever we can to help. We look forward to celebrating students' achievements with them in the coming months.

Yours sincerely

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Miss Y Nordon
Assistant Headteacher