



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

April 2022

Dear Parent/Guardian,

The first GCSE written external examinations begin on Monday 16th May and continue until Monday 27th June 2022. A large section of this letter is an attempt to clarify the expectations of the school and the examination boards. The expectations and procedures are well known by our students.

1. Behaviour in the examination room must be of the **highest standard at all times**. It is forbidden for any candidate to introduce unauthorised material into the room or to communicate with others. A pen, pencil, ruler and spare pens are all required. Pens must have black ink. A calculator is not necessary for all examinations but is required for appropriate subjects e.g. Mathematics and Science. However, only standard calculators will be allowed and any memory banks must be deleted and covers must be removed. Calculators will be checked at random throughout the examination period.
2. A clock is displayed in all examination rooms. We remind you that smart phones/watches and other electronic devices **are not allowed** on the premises. The penalties for failing to meet these requirements are clearly set out in the policies and procedures documentation relating to malpractice in examinations.
3. When attending school for examinations **we expect the high standard of uniform** to be maintained and we are grateful for your continued support in this regard. Any student not meeting the normal regulations regarding dress and appearance will be refused admission to the examination room. Every effort will be made to make alternative arrangements but the additional cost of supervision may have to be met by the parent.
4. Students who fail to attend an examination will be charged for it unless their absence can be covered by a doctor's note. If a student has COVID-19 they again need to have had a test carried out by a medical professional and a doctor's note if they are to be absent from the examination.
5. Students should check their examination timetables carefully for the date of each examination and the session either in the morning or afternoon. The noticeboard in the music corridor will show all information concerning examinations and must be checked before every examination. An overview is also available on the school's website.

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Headteacher: Mrs C. Vile B.Ed. Hons, NPQH

In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port.





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6. Students should drop any items they do not need at the bag drop prior to their exams. The bag drop will be open before school and over lunchtime for students to use. Once they have done this they need to line up on the school tennis courts at **8.45 am/12.50pm in their row/seat order** before each examination. Students must be in their seats by 9:00am for morning examinations and by 1:00pm for afternoon examinations.
Individual timetables with seat numbers for each examination have been distributed to students.
7. Students should be diligent about returning books and other school materials before their last examination. Failure to comply with this requirement will lead the school to withhold the examination results.
8. The GCSE results for Year 11 students will be issued on **Thursday 25th August 2022** and further information regarding this day will come from school.
9. If a student is unable to collect their exam results in person, they must provide written authorization before the day to Mr Herstell/Miss Bailey to give your results to a named third party, who must provide ID when they come to collect them.

Finally, we are aware that this can be a time of pressure for our students, however, we remain confident that they will rise to the challenge. We wish all our students good luck in their examinations and for the future and look forward to celebrating all their achievements over the coming weeks and months. They have all been a great asset to our school and local community and will be greatly missed

If you do have any concerns or queries during this period, please do not hesitate to contact Miss Bailey or Mr Jones.

Yours sincerely

Mrs Vile
Headteacher

Mr C Jones
Assistant Headteacher

Miss Bailey
Pastoral leader

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