



BROUGHTON HALL HIGH SCHOOL

Technology College

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Headteacher: Ms. S. A. Clarke B.Ed (Hons), M.Ed, NPQH

22nd April 2015

Dear Parent / Guardian,

Your daughter is due to begin her written AS examinations in May. In order to support her through this vital period, she has been given permission to go home for private study between Monday 11th May and Friday 5th June, **when she does not have a lesson**. Morning registration is suspended during this period but it is essential that your daughter attends all lessons prior to the examination for each subject area, including all BTEC lessons.

All year 12 students return to school on **Monday 8th June**. The Year 13 timetable begins on this day and A2 courses will be taught during the remaining summer term. It is imperative that your daughter continues to attend school every day until the end of the summer term which is Friday 17th July.

All students have already received their official timetable and examination information.

During the exam period, on arrival at school, students must sign the registration sheets which will be available throughout the day at the sixth form reception. It is essential that your daughter signs these sheets so that we know she is on site and also when she has left the site. All students should arrive 30 minutes before the start of their examination and should wait in the cafe area, close to the reception desk. Students will be collected from this area and escorted to their examination room by a member of the sixth form team.

The supervised study area is available each day and after school should your daughter wish to have a quiet area where she can prepare for her exams.

Please note that all writing equipment for the examination must be in a clear bag. Only black pens can be used in external examinations. Bottled water is allowed in the examination rooms but must be in a sports bottle with all labels removed.

Parents must be advised that any student found in possession of a mobile telephone whilst in an examination room, will have that examination paper disqualified. This contravention of examination rules can also result in all other examination papers being cancelled.

If your daughter is absent from any given examination you must provide a valid doctor's note or parents/guardians will be invoiced for the cost of all missed examinations.

I wish your daughter every success in her forthcoming examinations. Thank you for your continued support.

Yours sincerely,

Mrs K Hayes
Acting Director of Years 12 & 13

