

April 2024

Dear parent/carer

### **KS4 Exams and Study Leave**

The Year 11 GCSE exam season is fast approaching. The main exam window runs from Friday, 3 May to Thursday, 20 June, but all students need to be available up to and including the contingency day which is on Wednesday, 26 June 2024. All morning exams will start at 9.00 am and all afternoon exams will commence at 1.45 pm.

Between Friday, 3 May and Friday, 24 May, students will be expected to attend school on a full-time basis. If they are not in an exam, then they will be following their normal school timetable.

After half term, study leave will begin. During this time, students will not be expected to attend their normal lessons or revision sessions, unless specifically requested to by their subject teacher, however they are expected to be on site at least 15 minutes before the published start time of their examinations. It is essential that students use their study leave wisely to help them prepare for their exams. We recommend that they devise a revision schedule around their remaining exams to ensure that they use this additional time in a productive way.

Please remember that many revision resources can be found under the [“For Pupils & Parents”](#) tab on our website.

Where a student is requested by their subject teacher to attend a lesson/revision session, it is compulsory that they attend, as legally students are still on roll until the end of June. However, if a parent or carer deems there to be exceptional reasons why their son/daughter should not attend one or more of these sessions, then they should contact the school attendance officer, Miss R Sammut, [sammutr@goldington.beds.sch.uk](mailto:sammutr@goldington.beds.sch.uk), in the first instance. Students will be required to report to the school office to register their attendance on site for these sessions.

All students received a copy of their exam timetable, including seating and rooming information last week.

We would recommend that all students and parents/carers re-read the 'Student Examination Handbook' that was distributed earlier in the year and is available on the school website:

<https://www.goldington.beds.sch.uk/ckfinder/userfiles/files/Examinations/Goldington%20Academy%20student%20exam%20handbook%202023-2024.pdf>.

This should help to answer any important questions that you have about your forthcoming exams.

However, here a few key reminders:

- Mobile phones and all watches are prohibited from the examination room. We advise the pupils leave them at home. If mobile phones must be brought into school once study leave has started, they should be handed in at the school office for afternoon exams or using the normal school procedure for morning exams.
- Pencil cases must be clear plastic. If necessary, use a clear plastic bag.
- Candidates are permitted to bring water into the exams. The water must be in a small, clear plastic bottle with all labels removed.
- Candidates should write in black ink for all exams.
- Calculators should have memories cleared and the case should be removed.
- All candidates are expected to remain in the exam room until the exam finishes.

We would like to remind students that they will be expected to be in full school uniform whenever they are in school during the exam period whether for an exam or any additionally timetabled lessons/revision sessions.

Lastly, if there is an emergency and a student is unable to attend their exam for any reason, the Exams Officer ([examoffice@goldington.beds.sch.uk](mailto:examoffice@goldington.beds.sch.uk)) needs to be contacted as soon as possible.

We will be in contact with you again over the coming weeks with more information about the arrangements for results day on Thursday, 22 August 2024.

Yours sincerely



**Miss S Thomas**  
**Assistant Headteacher**