

# Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



December 2018

Dear Parent/Guardian

As you are no doubt aware, your daughter will shortly be sitting her mock GCSE Examinations. They will commence on Monday 7 January and conclude on Friday 18 January. Each pupil has been given Guidelines for procedures during the exam period, and I should like to draw your attention to these points in particular:-

- Your child is not required to attend School when she does not have an examination, and she may leave School between a morning and afternoon exam.
- If a pupil is too unwell to attend an exam the School must be informed by telephone immediately. On return immediate arrangements must be made to reschedule the exam.

The Mock results will be issued to pupils, in a similar format to the way actual results are issued, on Wednesday 6 February. There is also a future options event on in the hall that afternoon which involves A Level advice from all Departments and careers information. A full report, with written comments, will be issued before the Parents' Consultation afternoon, which will take place on Thursday 7 March. As stated above, study leave will be allowed for the Mock exams, but if results give cause for concern and show that this time was not well used, it will be withdrawn for the actual GCSE exams. Pupils who fall below many of their target grades, and could have made a greater effort, will attend supervised study in school, in place of study leave. They may be asked to attend subject specific revision sessions.

All of Year 12 had the opportunity to attend the Tree of Knowledge event, 'Laugh in the Face of Exams' before half term. Pupils have told me that this was a very useful and helpful event in terms of exam preparation. Recently all pupils were issued with specific guidance on how to prepare for Mock Examinations and more assistance will be available if necessary, from me, the Form Teacher or, from the Year Head.

We hope that your child will carefully review any out of School activities for the next two terms, and that any necessary adjustments will be made, so that maximum attention can be given to GCSE preparation. In some cases, this may mean giving up a part-time job during the week or adjusting extracurricular commitments. Please do not hesitate to contact me or Mrs.Lewis if there is any matter you would like to discuss. A copy of the exam time-table is on the reverse of this page.

Yours faithfully

R Spence  
Head of Middle School

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**Reply Form to be returned to Form Teacher by Thursday 13 December.**

Pupil Name \_\_\_\_\_ Year \_\_\_\_\_

I/We have received Mr. Spence's letter about the Mock Examinations.

Signed: \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_