



17 October 2022

Dear Parent/Guardian

This letter contains information to help make sitting the AQE Common Entrance Examination as straightforward as possible for your daughter/son.

As you are aware the dates and times of the assessments are as follows:

- **Assessment 1: Saturday 19th November**
- **Assessment 2: Saturday 26th November**
- **Assessment 3: Saturday 3rd December**

We will be holding our familiarisation event on **Thursday 27th October** from **3.30pm to 4.20pm**.

We ask that you view a power point presentation which will provide detailed information about the format of the test papers and the procedures to be followed during the tests. It will also explain the drop off routine for the familiarisation event and the test mornings. This can be found on our website www.glenlola.collegiate.net under Admissions – AQE.

Arrangements for the familiarisation event

Walk onto the school grounds from the Valentine Road (follow signs for Bangor Aurora) through the pedestrian gate. Once inside the school gates, follow the directions of Glenlola staff.

Pupils will enter the school buildings via the ramp door.

Staff and senior girls will be on hand to direct the children into their exam halls/rooms. Pupils should bring their admissions card with them.

Once a parent/guardian has dropped off their child they should leave the school grounds via the Valentine Road pedestrian gate.

Pupils will be able to be collected at 4.20pm from the netball courts inside the main Valentine Road entrance where they will remain within their Primary Schools. Senior pupils will be on hand with signs to identify each Primary School.

The pedestrian gates on the Valentine Road will be opened and one parent/guardian per child should walk into the school grounds to collect their daughter/son. There will be no vehicular access to the school grounds for drop off/ pick-ups without prior agreement with the School.

Educating Girls in Bangor for 125 Years

2 Valentine Road, Bangor, Co Down, Northern Ireland BT20 4TH

Tel: 028 9147 5340 Fax: 028 9147 5345

www.glenlola.collegiate.net info@glenlola.collegiate.bangor.ni.sch.uk

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



Children will be seated with their Primary School peers. We will be using a combination of larger venues such as the Assembly Hall and classrooms. Children who have been granted extra time, or have particular requirements approved by the AQE Access Panel, will not be seated with their Primary School but will be assigned an appropriate room in order to minimise disturbance to them.

For ease of identification by primary school, we recommend that children wear their School Uniform, with an additional layer if desired. This year parents will not be allowed to enter the building.

Pupil equipment required for each assessment. Admissions Card, 2 sharp pencils, rubber, tissues, bottle of water (label removed), hand sanitiser.

Arrangements at the start of each test morning

Walk onto the school grounds from the Valentine Road (follow signs for Bangor Aurora) through the pedestrian gate. This gate will open at **9.15am**. Once inside the school gates, follow the directions of Glenlola staff. Pupils will enter the school buildings via the ramp door. Staff and senior girls will be on hand to direct the children into their exam halls/rooms.

Once a parent/guardian has dropped off their child they should leave the school grounds via the Valentine Road pedestrian gate.

Arrangements at the end of each test.

When the test has ended, the children will be escorted to the netball courts inside the main Valentine Road entrance where they will remain within their Primary School. Senior pupils will be on hand with signs to identify each Primary School. The pedestrian gates on the Valentine Road will be opened and parents/guardians should walk into the school grounds to collect their daughter/son. The children will only be released into the direct care of their parent/guardian.

At 11.30am those pupils requiring extra time will be escorted to the netball courts for collection by their parent/guardian.

It is very important that you only arrive at Glenlola Collegiate by the Valentine Road as we are using a one-way system. Separate arrangements will be made if there is an issue regarding mobility.

Please contact us if you have any questions by email on info@glenlola.collegiate.bangor.ni.sch.uk

Yours faithfully

W E Thompson
Headmaster

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