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30th April 2024

Dear Parents/Carers,

Subject: Year 11 Examination Information

As we rapidly approach the GCSE examinations, it is my pleasure to write to you to inform you of important details relating to revision, exams, end of year celebrations and the most effective ways of supporting your child in their preparations.

Arrangements for the Examination Period

The summer exam series for year 11 commences on Tuesday 7th May and runs until Thursday 20th June.

Students will be expected to attend school at the normal time of 8:30am every morning in full school uniform, ready for roll call at their designated area.

On days where students have a morning examination, they will be directed straight to their pre-exam briefing. This will start promptly at 8:35am and is the final opportunity subject leaders will have to pass on the final pieces of information before students enter the exam venue. Therefore, it is essential students are not late for these sessions.

From Tuesday 7th May, the year 11 timetable will be collapsed, and students will attend a combination of normal timetabled lessons and pre-exam booster sessions.

Attendance to lessons, exam booster sessions and period 6 intervention is an essential element of the exam preparation process and will allow as much input and guidance from our staff as is possible in order to ensure that students reach the examination fully prepared. We are sure that you will recognise the benefit of this and support this process.

Exams Contingency Days

Please note: each year there are 'exam contingency days' set by JCQ and this year they are timetabled for Wednesday 26th June and the afternoons of 6th and 13th June, so please ensure your child is available on these days. Contingency days are needed, for example, if there is a major national or local incident resulting in exam cancellation. Please do not book a family holiday that includes these days.

Exam Timetable

On Monday your child will receive their personalised exam timetable, a copy will also be sent via email. You and your child should check the timetable very carefully and please contact school if you believe there are any errors.

Along with the exam timetables, students have received an assembly covering the key information from JCQ regarding expectations during examinations. This information can be found on the academy website by following this link <https://www.oiea.co.uk/for-students/exam-preparation>

Expectations and Prom Criteria

As we enter the final stretch leading up to the GCSE exams, it is crucial that students maintain focus and discipline in their studies. Each lesson, each revision session, and each moment of preparation counts.

Attendance and punctuality are of paramount importance during this critical period. Attending and arriving promptly ensures that your child maximizes their learning opportunities and remains fully engaged in the revision process.

Our expectations for behaviour remain high because we know what our students are capable of achieving. As we approach the examination period, please remind your child that their actions not only reflect on them as individuals but also on their peers and the wider school community. Let us all strive to uphold the values and standards that our school prides itself on.

Participation in the Year 11 Prom is considered a privilege and not a right, attendance is therefore dependent on students' effort and attitude with the following minimum criteria in place.

- Attendance: Greater than 94%*
- Behaviour: Minimal C2 lesson removals
- Behaviour: Zero exclusions or isolation
- Homework Completion: Greater than 80%
- Intervention Sessions: Attendance at least two sessions per week
- Detentions: All detentions attended

*We will ensure students with genuine medical conditions or reasons for absence will not be disadvantaged.

We believe that these requirements reflect our commitment to upholding the highest of standards for our students and will provide an incentive for students to continue to show the right attitude until the end of Year 11.

Revision and Resources

With only a few weeks to go until the start of GCSE examinations we understand that this period is crucial for our students and at times they can begin to feel overwhelmed by the number of examinations and amount of revision material they are being given.

To enable you to support your child with their revision we will be sharing, in a separate communication, a brief overview of what revision looks like in each subject area and the resources your child has been given and recommended websites for further revision.

Should you require any further assistance or information, please do not hesitate to contact us. We are committed to supporting you and your child throughout this process to ensure they embark on their GCSE journey with confidence and enthusiasm. At OIEA we CARE.

Thank you for your continued support and involvement in your child's education.

Yours sincerely,

Mr J Lockhart

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Assistant Principal: Data & Outcomes