



March 2023

Dear Student, Parents and Carers

## **SUMMER EXAMINATION TIMETABLE 2023 – Year 11**

Please find enclosed a copy of your timetable listing the examinations for which you have been entered. These will take place in May/June 2023 and the timetable confirms which rooms will be allocated for this purpose.

The dates and times of written examinations are set nationally by the examination boards and cannot be altered. You are expected to attend school as normal until 14<sup>th</sup> June. After 14<sup>th</sup> June, you will need to attend sessions regarding top tips at 8.50am for any morning examinations and 12.45pm for any afternoon examinations. The timetable of these and any revision sessions will be issued to you in May.

The examination entries have now been completed. Please check the personal details and advise me, as soon as possible, of any changes.

Please be aware that if a student is entered for an examination and fails to complete coursework or attend for **any** component of the examination, **the school may recover the entry fee from that student and/or their parents/carers.** (Exceptions can be made for some unforeseen circumstances or medical grounds, although a doctor's note must be provided.)

**PLEASE BE AWARE:** Examination certificates are issued during term 2 to the students that remain at Seaford Head School or they can be collected from AS reception from term 3. No certificates can be sent home. These must be kept safely by students from then on, as we do not have copies and some examination boards do not issue replacements.

## **GCSE Results Day – Thursday 24<sup>th</sup> August**

**Results: If your child is unable to collect their results, personally, from the Arundel Road site main hall, 9am to 11am, a signed letter from the student must be produced to allow another person to collect the results on their behalf. Results cannot and will not be handed to students' friends and/or relatives without this written permission.**

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## **Reminders**

- ⇒ **The examinations begin at 09.15am and 13.15pm. There may be a couple of exceptions such as French and Spanish listening which will start at 8.30am for foundation tier.**
- ⇒ You **must** bring with you two black pens, pencil, rubber, ruler, scientific calculator, protractor and compass, all kept in a transparent pencil case.
- ⇒ If you are unable to attend a GCSE examination due to a serious illness, you must telephone the school as soon as possible and provide a letter from your doctor supporting this case.
- ⇒ You must attend all examinations in full school uniform.

Please do not hesitate to contact me if you require any further information. I would like to take this opportunity to wish your child every success in their examinations.

Kind regards

*Wendy Bray*

Mrs Wendy Bray  
Exams Officer

## **Seaford Learning Trust**

**Mr R Ellis, Headteacher**

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