

Dear parent / carer

**Re: Year 11 Mock exams/INSET day – Friday 4<sup>th</sup> December 2020**

On Friday 4<sup>th</sup> December, the school will be closed to pupils due to a calendared staff INSET training day. Due to circumstances relating to the COVID-19 pandemic, Year 11 mock exams were delayed by 2 weeks and the timetable now includes 2 exams on Friday 4<sup>th</sup> December.

In order to avoid using anymore curriculum teaching time and delaying certain exams taking place, **Business Studies, French and Spanish** exams will still take place on the 4<sup>th</sup> December and if your child studies any of these subjects they will be expected to attend in full school uniform and undertake these mock exams.

The schedule for these exams is below:

Exam	Start time	Length of exam	Finish time
Business Studies	9.00 am	1 hour 45 mins or 2 hour 12 mins with extra time	10.45 or 11.12 am
French Writing	11.30 am	1 hour 15 mins or 1 hour 34 mins with extra time	12.45 or 12.49 pm
Spanish Writing	11.30 am	1 hour 15 mins or 1 hour 34 mins with extra time	12.45 or 12.49 pm

Please ensure that your child arrives 10 minutes before the start time of their exam. They will meet in the canteen as normal and then be taken in to the exam.

Students will be dismissed home after their exam has finished.

If you have any questions, please do not hesitate to contact us

Kind regards

A Barzey

Head teacher