

22 September 2025

Dear Parent/Carer

Please find attached a copy of the timetable for the Year 11 mock examinations in November, and a summary of content to support with revision. These examinations are a significant step in the preparation for the GCSE examinations in the summer.

The students will be using part of the tutor time schedule to plan and focus on study skills for the upcoming mocks. There will also be the Drop Down Day on 15 October which provides support on exam preparation and revision for students so it is extremely important students attend and do not miss out on this. This was very well received last year. The important details regarding the examinations are outlined below.

On Monday 3 November and Tuesday 4 November students will need to bring in their own food and drink if they wish to have this before or after exams as the canteen service will not be operating.

Students will remain in school throughout the duration of the main mock examination period (Wednesday 5 November - Friday 14 November). Students will be in normal timetabled lessons when they are not sitting a mock examination.

Students must be punctual and should arrive by 8.30am each day. Students must leave disallowed items in their lockers (including bags and coats). Students must check the seating plan before lining up outside the exam venue. These are shared on the Yr11 GCSE Examinations Google classroom 2025-26.

Any absences must be communicated with the school on the morning of the exam no later than 8.30am. Please contact the KS4 Hub either by email or by phone to alert us that your child is absent. It is important for your child to avoid absence during these mocks. We ask that parents do not book any appointments during the mock exam time. If there are legitimate reasons for absence during the mock exams, we will try to reschedule missed examinations. It is extremely important to remember this will not be possible in the summer GCSE Exams. Therefore it is important that students treat these mocks as a practice for the summer and attend each and every day.

Full school uniform must be worn correctly - no PE kit or outdoor coats. We ask families to support us by checking that their child abides by the uniform policy. If this isn't adhered to then this will delay the start of the exam whilst uniform is corrected, this includes the removal of false eyelashes and make up. Jewellery will be confiscated and kept until the end of the Autumn term. It can then be collected from the KS4 Hub.

Students have access to information regarding the JCQ regulations and must follow this. This can be found on the Year 11 GCSE Examinations 2025- 2026 Google classroom. They must only bring the correct equipment into the exam hall, and this must be in a clear transparent pencil case. No watches or phones may be brought into the exam hall.

Students can bring in a clear water bottle with a sports cap, with the labels removed.

For examinations requiring a calculator the lid must be removed and cannot be taken into the exam venue.

Please remember that any items that are not allowed into the examination venue will be collected by staff and taken to the KS4 Hub. Due to time pressures these will not be labelled individually for each student. It is the responsibility of students to collect any items from the KS4 Hub by the end of the day. As such we request valuable items are not brought in.

Monitoring data which will reflect the attainment in the mock exams will be shared with parents in December.

As a Year 11 family, please consider the following advice. The mock examination period is tiring. Encourage your child to relax between exams, sleep well, eat well and do some non-school related activities over the half-term and the mock weeks. It may be that you will need to tell your child to stop revising in the evenings to make sure that sufficient rest is provided. It is important for your child to be organised and alert for the exams the next day. Some exams may not go as well as expected, whilst others might go better. There may be times where your child doesn't want to come into school because they feel anxious about the exams. Please explain that this is normal. Communicating and discussing feelings around exam stress is important. We understand trying to keep your child positive may be hard at times despite your encouragement throughout.

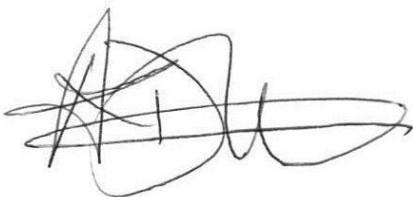
Please explore the government website link below with your child for practical advice on how to cope with exam stress

[Coping with exam pressure - a guide for students - GOV.UK](#)

Below is a document outline tips on how parents can support their child during exams and exam stress

[Navigating exam season - Place2Be](#)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A Dhir', with a large, stylized flourish extending to the right.

Mrs A Dhir  
Assistant Headteacher in charge of KS4