



# Aylsham High School

*Part of the Aylsham Learning Federation  
It takes a Whole Community to Educate a Child*

Dear Parent/Carer

March 2024

## Year 9 and 10 exam dates

There are a couple of key dates which will be important as we approach your child's summer GCSE exams.

The exams start on Tuesday 7<sup>th</sup> May and end on Wednesday 19<sup>th</sup> June. Please find enclosed a copy of your child's individual timetable showing the dates and times of their exams. We are also enclosing an examinations procedure booklet which contains important information and expectations regarding external exams. If required, a further copy of your child's individual exam timetable can be obtained from Mrs Gilbert, who is the school's exams officer, by emailing [sgilbert@aylshamhigh.norfolk.sch.uk](mailto:sgilbert@aylshamhigh.norfolk.sch.uk). A timetable detailing external exam revision sessions can be found on the exams page of the school's website <https://www.aylshamhigh.com/ahs-exams>

During the exam season, lessons will be running as normal and students are expected to attend these lessons following their regular timetable. We will continue to use this lesson time to support students with their preparation for their exams. Around these lessons we have created some opportunities for extra revision sessions, which will be delivered by subject teachers, for students to attend. Students have found these sessions to be very useful in previous years. Due to timetable restrictions, these sessions may clash with an exam and in this case attendance at the exam will take priority. This timetable will be shared once it has been finalised so that students are aware of the extra revision sessions scheduled to take place during the school day. Departments will provide each student with additional details, times and locations of these sessions, nearer the time. Please contact the head of department if you have any queries; email addresses for staff can be found on the school website:

<https://www.aylshamhigh.com/usefulcontactsandemailaddresses>

It is very important that your child attends the revision sessions, especially the ones taking place before an exam. An attendance check will be taken at this point and we will be contacting any students who are absent to ensure that they do not miss their exam.

Some students will have more than one subject in which they have external exams this year. When these students have completed an exam for one of their examined subjects, they will either attend extra revision sessions for subjects whose exam they have not yet taken, following the timetable mentioned earlier, or they will be working within their normal timetabled lesson to complete revision for remaining exams. Departments will be able to provide resources to support this work, but we will also be encouraging students to bring their own resources.

When attending exams it will be important for students to arrive 10 minutes before the start time. Daily exam information will be available on the notice board outside the exams office. Students will need to bring with them any necessary equipment, and a black ball point pen will be needed for all exams. To help with this we are putting together exam ready pencil cases, containing the equipment required for exams, which can be purchased via ParentPay for £2. If you would like to order an exam ready pencil case for your child, please make your payment by Wednesday 27<sup>th</sup> March. These pencil cases will be distributed to your child after Easter.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle



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We are expected to follow the Joint Council for Qualifications (JCQ) guidelines during exams. One of the JCQ expectations is that students must not bring electronic devices into the exam hall. This includes watches. Therefore, students will be required to leave phones, headphones, smart watches and regular watches in their lockers **before** they come to the exam hall. Could you please discuss this with your child to help ensure that this requirement is followed.

During the week commencing 11<sup>th</sup> March, students are watching a video during a lesson about the external exams and revision. We are sharing this video with families too so that you are aware of what has been discussed, and to enable those students who were absent to watch the video at home with you. Please follow this QR code to access the video, or alternatively, please click on this link [here](#).



Any further exam updates will be posted on the school website and Twitter (@aylshamhigh) so please check these. An additional date for your diary is GCSE results day which is Thursday 22<sup>nd</sup> August. Further details regarding the collection of results will be shared with families nearer the time.

I would like to wish all our students good luck for their summer exams. I am sure that the hard work our students have put into their studies will be reflected in the grades which they achieve.

If you have any questions about the exams taking place, please do not hesitate to contact the school. The first point of contact should be your child's form tutor.

Yours sincerely

A handwritten signature in black ink that reads "C S Bridge".

Mr C Bridge  
Deputy Headteacher