



Aylsham High School

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

Dear Parent/Carer

March 2024

Year 11 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 7th May and end on Wednesday 19th 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. 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.

Students will be expected to continue to attend school and follow their normal timetable after the half term holiday. The first three weeks after the half term contain many key exams and in order to best support students we will continue to work with them during this time. This means that students will be completing revision sessions with teachers in preparation for any remaining exams and finalising any outstanding course topics. In cases where a student has completed an exam for a certain subject, 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.

We are expecting students to attend normal lessons until they have completed all the exams that they are due to take. It will be important that students wear their full school uniform when attending school during the exam period.

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



Business & Enterprise



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After the Easter break, students and parents/carers will be issued with information about their child leaving AHS. In order for students to leave school, we have some processes to complete before their leaving date. The majority of our year 11 students will have a leaving date of Friday 14th June once they have completed their physics exam. Some students will still have exams to complete in DT metal and timber, food preparation, music and further mathematics. Alternative arrangements for these students will be put in place. Your child's leaving date indicates the start of their exam leave and we will not be expecting your child to attend school after this date. By extending the leaving date in this way it means that as well as providing students with extra time to work with their subject teachers, we are also meeting government legislation. In order for your child to leave on this date, we will need to have consent from parents/carers. Further details about the parent/carer online leaving consent and the other processes will be shared after Easter.

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; 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 27th March. These pencil cases will be distributed to your child after Easter.

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 11th 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 22nd August. Further details regarding the collection of results will be shared with families nearer the time.

On Friday 21st June there will be a celebration day, which will involve various activities in school followed by a buffet lunch and ten pin bowling in Norwich. Further information on this will be provided in the leaver's pack.

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, appearing to read 'C Bridge'. The signature is written in a cursive style.

Mr C Bridge
Deputy Headteacher