TO THE PARENTS OF PUPILS YEAR 7 TO 11

18th November 2013

Dear Parents and Guardians,

The mid-term exams will be starting from the 8th of December 2013.

I have attached for you a timetable for the two-week period. Please note the following important points:

- If a pupil is not sitting an Islam exam, we would ask that he/she bring with them a book to read or complete any unfinished work. Pupils will be supervised during this time.
- No special arrangements will be made for any exam to be written at any other time.
- No re-writes be allowed in any subjects.
- Students arriving late for any exam session will not be given extra time to complete their exam.
- Make-up exams will only be allowed after submitting a doctor’s note PLUS Medical Centre certificate stamp, which is to be submitted for missing any exam. Make-up exams are to be written on your Son/Daughters first day back to school.
- Please consult the timetable, together with the revision sheets issued, and plan a proper study timetable for your Son/Daughter.
- As you will note the exams finish at 12:30pm. Pupils may go home at 12:30 in order to rest and revise. Please ensure that you have organised your transportation. For those pupils who are taking the bus they will be allowed rest time and supervised whilst they wait for their buses.
- We have also incorporated home study day as per feedback from pupils and parents in order to help our pupils prepare for the exams. In addition you will see on the 15th, 16th and 17th of December the exam session will finish at 10:00am. Pupils may go home after this time. Once again please make appropriate arrangements for transportation. Bus pupils will be supervised till 2:00pm.
- We have also built a 30 minutes break between exams for pupils
- PLEASE DO NOT LEAVE STUDYING FOR THE NIGHT BEFORE THE EXAM!

YEAR 11 PUPILS

- Year 11 have already sat most of their pre mock exams. They will need to attend school as normal.
- The year 11 Art and ICT exams are only for those pupils who are taking the subject. The remaining pupils will be having normal classes.
- PLEASE ENSURE THAT YEAR 11 STUDENTS ATTEND AS NORMAL AS PER THE REQUIREMENTS FROM CAMBRIDGE

We hope that all the above measures will help our pupils achieve the best in all their subjects. Please ensure that your Son/Daughter gets a good night’s sleep before their exam and has a healthy breakfast.

Mr Arafat Q Hingora
Head of Secondary