

Dear Parents/Carers,

Re: Pre-Public Examinations (November 2023)

Our Year 11 students will begin sitting their Pre-Public Examinations (PPEs) from Tuesday 14th November 2023. Your child received a personal copy of their Timetable today and will now be aware of the time, location and seat number that they will have for each examination that they will be sitting. I have attached a Master Timetable to this letter for your reference. Please pay attention to this Timetable so that you can help your child to plan their revision, and to enable them do as well as they possibly can.

Additionally, the timetable can be accessed on the school website and weekly updates will be shared on the school's Facebook page. Both sites can be accessed on the following links:

School website: [November-23-Timetable.310992731.pdf \(robertainapier.org.uk\)](https://www.robertainapier.org.uk/November-23-Timetable.310992731.pdf)

Schools Facebook page: [The Robert Napier School | Facebook](https://www.facebook.com/robertainapier)

The Pre-Public Examinations are an opportunity for your child to learn the procedures of how the real examinations will be conducted in the summer term. They have had an assembly regarding the JCQ regulations that must be followed at all times, and we appreciate your support in ensuring that these rules are adhered to at all times. I would like to emphasize the main ones to you:

1. Mobile phones and electronic devices must be switched off and handed into the invigilators.

Any student that is caught with an electronic device on their person could be disqualified from the examination that they are sitting.

2. Lateness and disruptive behaviour.

Students that are late to examinations will not be permitted extra time to complete them. It is crucial that students arrive for morning exams before 8:45am and 12:45pm for the afternoon ones. Any disruptive behaviour will result in immediate removal of the student involved from the exam hall. This disruption is then reported to the exam board. Disqualification from the exams is a possible consequence.

3. Uniform

Please ensure that your son/daughter is dressed in full school uniform in accordance with school policy. This will help ensure that your child is able to start the exam in a positive, calm manner without causing any unnecessary challenge. This will allow your child to focus on the examination at hand and getting the grades that reflects their true potential.

Should you wish to discuss any of these matters with me or your child's teachers then please don't hesitate to call. The Year Teams will be more than happy to answer any questions, as would your son/daughter's form tutor.

I wish you well in continuing to support your child throughout the course of the GCSE examinations, and thank you once again, for your continued support.

Yours faithfully

Mr C McVeigh

Mr C. McVeigh
Deputy Headteacher



A **Beyond** ACADEMY
SCHOOLS TRUST

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