

ENFIELD GRAMMAR SCHOOL




Tant Que Je Puis

Headteacher: Mr C Lamb B.A. Hons



An Academy Trust
(Company No. 07697044)

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18 November 2021

Dear Parent/Carer

RE: YEAR 11 MOCK GCSE EXAMINATIONS

GCSE Mock Examinations for all Year 11 students will take place between Monday 6 December 2021 and Friday 17 December 2021. Your son has already received a copy of the Mock Examination timetable and a copy is available on the School website.

Please note that leave of absence is from Monday 6 December 2021.

We propose to give all Year 11 students leave of absence during the Mock Examination period and unless you tell us otherwise, we assume that leave of absence is granted by you. **Should you NOT want your son to have leave of absence, please complete the reply slip below, informing the School that you expect your son to attend school every day.**

Boys on 'Leave of Absence' need attend school only for their examinations; although it would be possible to make provision for your son to revise in school should you wish this to be done. If he is staying at home, would you please do all you can to check that he is clear about exam session times and that his travel arrangements are adequate to avoid the risk of arriving late. Candidates for Mock Examinations need to be in school at least 20 minutes before the exam is due to start.

Please make a note of the start times for the three exam sessions timetabled on each day.

It is important that Mock Examinations are conducted in as near as possible the same way as the summer GCSE examinations, so that all candidates will have experience of what is expected. Attached to this letter is the guidance to candidates from the Joint Council for Qualifications (JCQ). Please go through it with your son.

I would like to stress that all students are expected to attend in full school uniform and arrive early, as any students arriving late or without correct uniform may be denied entry to the examination.

Mobile phones are not permitted in the examination room. Your son will be given an envelope that they need to keep for the duration of the Mock Examination period. They are to place their mobile phone in the envelope and then deposit them in the collection boxes before their first examination of the day. Mobile phones can be collected at the end of the examinations that day.



Your son has already had an assembly on the main regulations that will be enforced. These include the need to bring the right equipment (since this will not be provided by the School and may not be borrowed during examinations), conduct before, during and after examinations, arrival and departure times, and expectations about the use of study leave.

If, in extreme circumstances, your son misses an examination, he must contact the School as soon as possible and arrange to sit the exam as soon as he is able to resume his studies.

Any Mock Examination missed before Christmas will be sat in the nearest available examination slot that is free for your son. It will be made clear to students that any failure to comply with these rules may jeopardise their chances of being entered for the summer GCSE examinations.

Mock Examinations are an integral part of our GCSE courses and are essential preparation for the summer. I hope your son will approach them in this light and gain maximum advantage from them.

Yours sincerely

M Pieri

A Dakin

Mr M Pieri
Assistant Headteacher

Ms A Dakin
Head of Year 11

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YEAR 11 MOCK GCSE EXAMINATIONS

NO LEAVE OF ABSENCE – 6 DECEMBER 2021 TO 17 DECEMBER 2021

Student Name: _____ **Form:** _____

I **do not** give permission for my son to have leave of absence during the examination period and would like the school to provide him with a place to study and revise during the Mock Examination period.

Parent Signature: _____ **Date:** _____

TO BE RETURNED TO YOUR SON'S FORM TUTOR, NO LATER THAN MONDAY 29 NOVEMBER 2021