



TENBURYHIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr R Davies
Assistant Principal: Mr K Williams

[OAT]
Ormiston Academies Trust
AN OAT ACADEMY



A Specialist Science and
Mathematics College

Thursday 20th April 2023

Dear Parents/Carers,

I hope you enjoyed the Easter break with your families and had the opportunity to relax. Thank you to those who supported the Easter subject sessions by ensuring your son/daughter attended and thank you to those staff who provided those opportunities for structured revision. I am writing to you today to share some key dates and routines for the coming weeks as we enter the Summer examination window.

Key dates

I would like to draw your attention to the dates in the table below. Please read these dates in conjunction with the *Examination Timetable – Summer 2023* which is attached to the main body of the email that this letter has been sent with. Your son/daughter will also have received a paper copy of their personalised timetable this week; you are also able to view this in the examination timetable section on EduLink. Please be aware of the examination contingency days; they are in place in case The Joint Council for Qualifications (JCQ) need to postpone an examination “in the event of national or significant local disruption to examinations during the summer 2023 examination series”. These dates are not decided by Tenbury High or OAT; they apply to all schools and candidates nationally. All pupils must be available for the contingency afternoons/day. We would not want pupils’ final grades to be hindered due to them not being available in the event of a postponed examination.

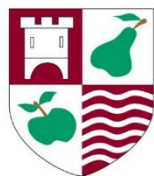
Date	Event	Notes
Monday 1 st May 2023	Early May Bank Holiday	
Monday 8 th May 2023	Bank Holiday for the Coronation of King Charles III	
Tuesday 16 th May 2023	First day of written examinations	
Friday 26 th May 2023	Last day for Year 11	More details to follow
Thursday 8 th June 2023	Examination contingency afternoon	Must be available for this afternoon
Thursday 15 th June 2023	Examination contingency afternoon	Must be available for this afternoon
Wednesday 21 st June 2023	Last day of written examinations	
Wednesday 28 th June 2023	Examination contingency day	Must be available for this day
Thursday 29 th June 2023	Prom	More details to follow
Thursday 24 th August 2023	GCSE results day	More details to follow about receiving results

Attendance

Prior to Friday 26th May 2023 (last day for Year 11)/May Half Term pupils are required to be in school as normal. They will attend tutor time in the mornings and then either normal lessons or a written examination as detailed in the *Examination Timetable - Summer 2023*. If pupils are not in a written examination they will be in timetabled lessons where they will revise for that subject; all subjects have an examination after May half term so this time will be invaluable for pupils to work with their subject teachers. Pupils are required to be in school until the end of the school day and will be dismissed as normal at 3.30pm from their tutor room; they cannot leave after their morning examination or arrive solely for their afternoon examination.

From Monday 5th June 2023 onwards, pupils are not required to be in school unless they are due to sit a written examination. If pupils are involved in a morning examination, they should go to their tutor room as normal for a 9.00am start where they will be registered and then sent to the examination hall. If pupils are only coming on to school site for an afternoon examination, they must sign in at the school office upon entry and then make their way to examination hall. We can offer pupils the opportunity to be in school for the whole day after Monday 5th June 2023 if transport is an issue and parents/carers would feel more comfortable knowing their son/daughter is at school; please contact Mrs S Harrison (Head of Year 11) if this is the case and we can make arrangements for this to occur on the days required. Pupils will be able to revise privately and quietly until the school day is finished if they are with us all day.





TENBURY HIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr R Davies
Assistant Principal: Mr K Williams



A Specialist Science and
Mathematics College

Timings

From Tuesday 16th May 2023 (date of the first written examination) until Wednesday 21st June 2023, Year 11 pupils will be allowed in to the Orchard Suite/canteen from 8.45am. There will be some breakfast snacks available for pupils in the Orchard Suite at this time.

Punctuality to examinations is vital as we want pupils to have the allotted time to complete their examination. If pupils arrive after the start time they may be able to take the examination at the discretion of the Examination Team, but we would always recommend arriving on time to cause the least panic to the pupils in what is already a pressurised situation; we want to limit any undue stress as best as possible. If you think punctuality, injury or illness may prevent the examination running smoothly for your son/daughter, please contact the school office as quickly as possible; office working hours are 8.30am to 5.00pm and the telephone number is 01584 810304.

Morning examinations start at 9.25am and pupils will be required to be at the examination hall at 9.10am. Afternoon examinations start at 1.25pm and pupils will be required to be at the examination hall at 1.10pm. Prior to May half term pupils sitting an afternoon examination will leave lessons early to go for lunch. After May half term, I would advise pupils eat their lunch prior to arriving on site as lunch will not be provided at an early time slot; please let me know if this poses a problem or you have any concerns about this.

There are three afternoons where an earlier start time is required to ensure pupils are able to receive the full duration, any extra time they are entitled to and leave site by 3.30pm; these dates are as follows:

Date	Examination	Adjusted start time	Required on site
Wednesday 7 th June 2023	History – Paper 2 – 2 hours	1.00pm	12.45pm
Friday 9 th June 2023	Biology – Paper 2 – 1 hour 45 minutes	1.00pm	12.45pm
Wednesday 21 st June 2023	Further Mathematics – 1 hour 45 minutes	1.00pm	12.45pm

JCQ Information for Candidates: Written Examinations

Earlier in the Spring Term pupils were asked to read a similar document for non-examined assessment (NEA) and complete an EduLink form to acknowledge that they have read the information. Attached to this letter is a shortened version of the Joint Council for Qualifications Information for candidates: written examinations. An electronic copy can be found here: [IFC-Written Examinations 2023 FINAL.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/written-examinations-2023-final.pdf). Pupils must read and complete the form in EduLink by Friday 28th April 2023. To complete the form, please go to your EduLink home screen and click on the forms icon and you will see the form which requires completion.

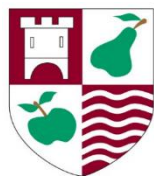
Conduct and prom

Although pupils are not required to be in school from Monday 5th June 2023, unless they have a written examination, we do still have responsibility for pupils until Friday 30th June 2023. Therefore, we require pupils to adhere to our behavior policy, examination policies and also wear full school uniform through out the duration of the examination window; the sanction system will still be used, if required. Prom takes place on the evening of Thursday 29th June 2023 and there will be further details sent to parents/carers and pupils nearer the time; prom is an important part of Year 11 however, we will be monitoring pupils' conduct closely as it is also a privilege not a given.

Mobile phones and valuables

For examinations prior to May half term, the same process for mobile phones will occur whereby pupils hand their mobile phone to their tutor during tutor time and then collect their phone at the end of the school day. After May half term, when pupils may only be attending for a morning or afternoon examination, we will allow pupils to store their mobile phones in their bags. Once on school site they must be switched off and not be seen; normal sanctions will be given for usage during the school day. Pupils' bags will be stored in the sports hall corridor next to the examination hall for the duration of the examination. Pupils bring their mobile phones and valuables on to school site at their own risk during this period. We understand that a mobile phone may be necessary to arrange collection after an examination but cannot be held accountable for it. Pupils are welcome to store their mobile phones and valuables in the school office if this would give them peace of mind. I must also reiterate that mobile phones are not permitted in the examination hall and can result in serious consequence.





TENBURYHIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr R Davies
Assistant Principal: Mr K Williams



A Specialist Science and
Mathematics College

Leavers hoodies

Leavers hoodies will be distributed to pupils on Friday 26th May 2023 during their leaving festivities. There will be more details to follow about leavers day. As detailed above, pupils must wear school uniform for their examinations and they must not wear their leavers hoodies in the examination hall.

I hope all of the above detail makes sense. We can ensure a smooth examination process by adhering to the above detail, which will help to reduce anxiety levels for pupils and give them the best opportunity to succeed.

Please do not hesitate to contact Mrs S Harrison (Head of Year 11), Mr H Watts (SENDCO), Mrs J Irvine (Examinations Officer) or I, if you have any queries or concerns about your son/daughter.

Kind regards,

Mr K Williams
Assistant Principal: Assessment and Progress

