



2<sup>nd</sup> May 2025

Dear Parents and Carers

### Summer Term Procedures

I am writing to inform you about the procedures for the remainder of Year 13's time at school. The A-Level final examinations will be taken from **Monday, 12 May until Friday 20 June inclusive. The final contingency date for 2025 is Wednesday, 25 June**, which means students should not plan a holiday or be at any distance from school before this date. *The designation of a contingency day with the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.*

Further information can be found on the exams area of our website, which is regularly updated with useful information – [Exams Area \(whgs-academy.org\)](https://www.whgs-academy.org)

Students have been given an individual examination timetable indicating the day, date and time of each of the assessments. We suggest this timetable is kept in a safe and prominent place at home to ensure that students and parents/carers are aware and so that students are well-prepared.

It is the student's responsibility to check their timetable and ensure they arrive for the examination in good time. Students should arrive at the examination room no less than 15 minutes prior to the start of the examination.

In order to support students to secure the best possible outcomes, Y13 will remain in all timetabled lessons until Friday 23<sup>rd</sup> May unless they have an examination. As curriculum content will be complete by this time, these lessons will run as exam masterclasses, guiding students through revision tasks, independent practice and self-peer assessment against exam board mark schemes. These are compulsory sessions, and we will continue to alert you if a student does not attend a session.

We also want to utilise the time in a morning before an AM (morning) examination. We know that students appreciate and benefit from having their teacher available and having an opportunity to ask last minute questions so will be hosting examination revision breakfasts every morning of the examination period from 8.05am- 8.30am where they will then make their way over to the examinations. These will be held in the Sixth Form Centre and a small breakfast will be provided by school.

After May half term students may attend school for their examinations only but if they wish to speak to their teacher or do some revision work or some small group study all teachers will be in their normal timetabled lesson slots and ready to receive students.

The Year 13 Leavers assembly will take place in Period 4 on Friday 9<sup>th</sup> May in the Great Hall and students will leave the school site at 3.10pm as usual.

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### **What if a student is running late and they have an examination?**

Morning exams start at 8.45am, and afternoon exams start at 1.45pm. We recommend students arrive at the exam room 10-15 minutes prior. If a student thinks they are going to be late for the start of their exam, they should contact school to inform us 0161 226 2054. Depending on how late they are, the exam boards may not accept their script.

### **What if a student has an accident or is ill before or on the day of an examination?**

If a student is unwell or has had an accident, parents/carers should inform the school at the earliest possible opportunity so we can help or give advice; ask for Mrs Harvey, or Mr Steinman. Students may need to obtain medical evidence on the day for any special consideration to be applied; any medical letters should be sent to Mrs Harvey ([anne.harvey@whgs-academy.org](mailto:anne.harvey@whgs-academy.org)) immediately.

### **What if Eid falls on an exam day?**

The upcoming exam period coincides with Eid celebrations. While we understand the significance of this occasion, we must follow the national exam timetable set by the exam boards, which cannot be altered. As a result, all scheduled exams will take place as planned, including during Eid.

We recommend students and families make any necessary preparations to ensure they can attend their exams on these dates. Missing an exam could significantly impact overall grades, as exams cannot be rescheduled.

To support students during this time, we are:

- Ensuring all students are aware of their individual timetables.
- Providing a quiet space for reflection or prayer before or after the exams, if needed.

While we understand and respect the cultural significance of applying henna for Eid, we must also ensure that all students comply with the rules set by the exam boards.

- As per exam regulations, students are strictly prohibited from having any writing, notes, or markings on their hands or any part of their skin.
- Any such markings could be treated as malpractice, which may have serious consequences for the student's results.

We encourage students to enjoy their Eid celebrations responsibly while keeping these guidelines in mind.

Further guidance for parents/carers can be found here; [StudentParentGuidance.pdf](#)

### **Examination Regulations**

Students have been informed of the JCQ (exam) regulations; a copy is attached. Students will be reminded before each exam of the regulations and malpractice. [Information for candidates documents - JCQ Joint Council for Qualifications](#)

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No mobile phones, no watches, no potential technological/web enabled sources of information must not be taken into the examination room. Possession of unauthorised items is a serious offence and could result in disqualification.

### Malpractice

Malpractice is taken very seriously. Any candidate who is suspected of malpractice may be disqualified from the examination, and in public examinations, the whole qualification. Students must stay focused on their own work and their own desk. They should not look around at other students, as this may be interpreted by the invigilators as malpractice and will be reported to Ms Kaufman (Head of Sixth Form), Mrs Simpson (Vice Principal) and Mr Copestake (Head of School). Malpractice includes:

- Failure to follow instructions of the invigilators
- The unauthorised use of an electronic device
- Copying from another candidate
- Attempting to communicate with another candidate
- Disruptive behaviour in the examination room
- Exchanging, obtaining, receiving or passing on information (or the attempt to) during an examination
- Being in possession of unauthorised material during an examination
- The inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in your answers
- Behaving in a manner so as to undermine the integrity of the examination

If we believe that a student has committed malpractice, we will report this to the examination board and students may be disqualified from one or all of their examinations.

### Textbooks and Chromebooks

Students should hand in textbooks and school equipment to the relevant teacher immediately after the final exam in each subject and confirm this with a signature from the relevant member of staff on the book return form. The completed book list form should then be handed in at reception by **Wednesday, 25 June**. Chromebooks should be returned to the IT office. Any books or equipment which are not shown to be returned will be charged for from Friday 27 June.

### A level Results Day - Thursday, 14 August 2025

Results will be available from the school on **Thursday, 14 August between 8.00am and 11.00am** in the Great Hall, in the Main Building (Sixth Form Centre). You will receive more details about this shortly. If you are unable to come on the day and would like your results emailing to you, please [complete the application form](#) and email your request to [anne.harvey@whgs-academy.org](mailto:anne.harvey@whgs-academy.org). Where possible you should come and get your examination results in person especially if you have applied to higher education as you may need to contact Universities directly.

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### Year 13 Prom

The Year 13 Prom will be a wonderful way to end the school year. This is to be held on **Friday 4<sup>th</sup> July** at The Etihad Stadium. Most students have paid their deposit but now the final sum is due. Please can this be paid by Friday 23<sup>rd</sup> May. Payment for the prom is of a cashless nature, non-refundable and can **only** be made via our online payment system ParentPay. Total cost is £50 but most students have paid their deposit of £25.00. If a student would like to attend, please pay the total cost by Friday 23<sup>rd</sup> May- students will not be able to pay to attend after this.

### Managing anxiety

Preparing for exams can be stressful. Here are five keyways for your child to look after their mental health:

- **Talk to others:** When we talk to our friends, parents, or teachers, it almost always makes things better – a problem shared is a problem halved.
- **Get enough sleep:** Aim for at least eight hours each night.
- **Limit your use of social media**
- **Take regular breaks while working or revising**
- **Eat healthily and exercise regularly:** If you look after your body, it helps to look after your mind too. Even a short walk can help you.

### General Information:

Finally, as head of centre, I am required to ensure that JCQ regulations are applied in all assessments and especially that there is appropriate behaviour during all types of assessment. All violations are logged and may be reported to the board which may result in the candidate having work discounted or being disqualified from their qualifications.

Academic achievement will develop from careful preparation and a successful partnership between students, teachers, and parents. I hope that together we can help your child to achieve results which reflect their full potential. We will continue to support our students throughout these important assessments and hope that they achieve the outcomes that they have been working towards. Thank you for your ongoing support as we reach these important milestones for our students. If you have any questions, please do not hesitate to reach out to the staff named in the letter.

Yours sincerely

Mr T H Copestake  
Head of School (Secondary)

Miss E J Kaufman  
Head of Sixth Form

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