



Our Y11SummerTermProcedures: THC/SES/APH
Date: 7 May 2025

Dear Parents and Carers

Summer Term Procedures

I am writing to inform you about the procedures for the remainder of time at school for Year 11 students. I appreciate there is a lot of information below, but we wanted to ensure parents/carers had all the information in one place:

The main summer exam window is from **Thursday 8 May until Wednesday 25 June 2025**. **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/exams-area)

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.

Normal school rules apply. All students are expected to wear **full school uniform** whenever they are on site.

Between **Friday 2 May and Friday 23 May** (ie until May half term), students are expected to attend school every day, as normal. They will follow their usual timetable, unless sitting an examination, and there will be opportunities for them to revise for upcoming exams and attend revision sessions delivered by their teachers. All students must continue to attend from 8.30am each day. However, we do encourage students to be in school at 8.05am each day so that they can receive a free breakfast and attend exam booster sessions led by their teachers before their morning examinations. This purposeful start will ensure that students are calm, prepared and ready to start their morning examinations at 8.45am.

On Friday 23 May all students have an English examination at 8.45am. After the examination we will hold our celebratory Year 11 assembly and then dismiss students at 12.30pm. Students should study at home in the afternoon.

After the half term break, the frequency and amount of GCSE examinations reduces. We are, therefore, putting in place alternative arrangements to best support our students in managing their revision and study. Where students are being provided with the opportunity to study at home, they will need to leave the school site and directly return home. Students should not be in public places during the examination

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period. The school library is available for students to use as a silent revision space. Students will need to tell us in advance that they wish to remain on site to use **this** space. Again, where there is a morning examination, we would encourage students to be in school at 8.05am to have breakfast and see their subject teachers before the examination begins.

Arrangements between **2 and 18 June** are detailed below:

Date	AM Reg & Period 1	Period 2	Period 3	Lunch & Period 4
Monday 2 June 2025	Maths lesson	Science or English lesson	Options lessons	Science or English lessons
Tuesday 4 June 2024	English lesson	English lesson	Maths lesson	Maths lesson
Wednesday 4 June 2025	Maths examination <i>Students permitted to leave at 11.00am if not studying history</i>	History revision lesson <i>All students to leave at 11.50am</i>	Study at home	
Thursday 5 June 2025	History examination or Maths lesson	Science or English lesson	Options lessons <i>Students permitted to leave at 12.45pm.</i>	Study at home
Friday 6 June 2025	English Language examination	Science or English lesson	Maths lesson <i>Students permitted to leave at 12.45pm if not sitting Geography examination or wishing to attend science revision.</i>	Geography examination OR Optional science revision
Monday 9 June 2025	Biology examination	Maths lesson	iMedia / PE Revision for those with the exam in the afternoon. Maths intervention for all other students. <i>Students permitted to leave at 12.45pm if not sitting iMedia examination OR PE Examinations OR staying for Spanish intervention</i>	iMedia examination PE Examination Spanish intervention

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Tuesday 10 June 2025	Spanish examination or Maths lesson	History or maths intervention <i>Students permitted to leave at 11.50am if not studying History</i>	History revision OR Optional Further Maths revision	History examination
Wednesday 11 June 2025	Maths examination <i>Students leave at 10.45am to study at home if not studying Geography</i>	Geography intervention OR Optional Further Maths revision <i>All students to leave at 11.50am</i>	Study at home	
Thursday 12 June 2025	Study at home day unless sitting Geography examination (morning) or Further Maths examination (afternoon) <i>Optional science revision from 9.00am to 10:15am</i>			
Friday 13 June 2025	Chemistry Examination <i>Students permitted to leave after the exam if not staying for optional science revision.</i>	Study at home		
Monday 16 June 2025	Physics examination <i>Students permitted to leave after the exam unless in Spanish intervention or Music revision</i>	Spanish Intervention Music Revision <i>Students permitted to leave at 11.50am if not studying Music</i>	Music Revision	Music examination
Tuesday 17 June 2025	Study at home day unless sitting Spanish examination (morning) or Food and Nutrition examination (afternoon)			
Wednesday 18 June 2025	Study at home day unless sitting Design examination (morning) or Further Maths examination (afternoon)			
END OF EXAMINATIONS				

Where students are given permission to leave site at 12.45pm, the main school gates will be open between 12.45pm and 1.00pm. Students intending to leave site in order to study at home must leave between these times.

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

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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 Hughes. 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.uk) immediately.

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

What if Eid falls on an exam day?

The upcoming exam period may coincide 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 will 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.

Examination Regulations

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

No mobile phones, no watches, no potential technological/web enabled sources of information must be taken into the examination room. Possession of unauthorised items is a serious offence and could result in disqualification.

Malpractice

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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 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.

GCSE Results Day - Thursday, 21 August 2025

Results will be available from the school on **Thursday, 21 August between 9.00am 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.

Sixth Form Enrolment

Members of staff will be available on **Thursday, 21 August** to enrol students in the Sixth Form and to offer help and advice about courses and future choices. If your child is unable to come to the school before 12 noon on **Friday, 22 August** it is essential that you contact the Sixth Form Administrator, Miss Valvona (nichola.valvona@whgs-academy.org) or via telephone, 0161 226 2054 to confirm your child's intention of taking up a place in Year 12.

Year 11 Prom

The Year 11 Prom will be a wonderful way to end the school year. This is to be held on **Friday 27 June** at The Etihad Stadium. We want to recognise the diligence and dedication of our students, and we are therefore pleased to contribute towards the cost of this prom. While the full cost of the event is £45.00 per ticket, the school will be subsidising a significant portion of this price, reducing the cost for students

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to **£25.00**. This will include entry to the Etihad Stadium, food, DJ and photobooth. We truly want this evening to be memorable for all involved and to be a final Year 11 moment of togetherness and belonging. I do hope all will attend.

Payment for the prom is of a cashless nature, non-refundable and can **only** be made via our online payment system ParentPay.

Managing anxiety

Preparing for exams can be stressful. Here are five key ways 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:

We are sure you would accept that, for a community to operate for the good of all, we require the minimum of disruption to the school routine. Some disruption is inevitable owing to the final examinations, but it is important that we maintain an orderly and supportive environment.

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)

Mrs S E Simpson
Vice Principal (Quality of Education)

Encs: Year 11 Book Return Form / Year 11 Chromebook Return Form

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