



15<sup>th</sup> April 2026

Dear Parent/Carer

We are writing to outline the arrangements for Year 11 students from **Friday 1<sup>st</sup> May 2026**, when the GCSE examination period begins.

### **Attendance Expectations: Friday 1<sup>st</sup> May – Thursday 21<sup>st</sup> May 2026**

Students are expected to attend school, as normal, until **Thursday 21<sup>st</sup> May 2026**. During this period, they should be in full school uniform, attend all timetabled lessons and examinations, and continue to meet our high behaviour expectations.

### **Arrangements for Thursday 21<sup>st</sup> May 2026**

Students will follow a structured programme on this day:

**Morning Exam** – *English Language Paper 1*

**Lesson 3** – Year 11 Assembly

**Lesson 4** – Celebration event on the school field

- Students may bring a shirt for signing
- We ask that messages are appropriate and shirts remain suitable for the school environment

### **Attendance After Thursday 21<sup>st</sup> May 2026**

From **Friday 22<sup>nd</sup> May 2026** onwards, students should attend school only for their scheduled examinations.

If a student has a morning exam and is staying on site for an afternoon exam, they must:

- Sign in at **Reception**
- Work quietly in the **Library**

These procedures are in place for safeguarding and supervision.

### **Afternoon Exam Arrangements (Until 21st May)**

**Between Friday 1<sup>st</sup> May and Thursday 21<sup>st</sup> May 2026**, on any day where students have an afternoon examination, students are expected in school as normal. However, their day will be adapted to ensure they are fully prepared for their exam.

- **Registration** as normal

- **Lesson 1 and 2** as normal
- **Lesson 3:** 90-minute exam preparation session, led by the Head of Department
- **Lunch at 12:50 pm**
- Students must go to their exam location by **13:15 pm**

### **Uniform and Behaviour**

All students must be in full school uniform whenever they are on site or sitting an examination. We expect students to continue demonstrating the Mark Rutherford School Values throughout the exam period and during any celebration events.

### **Exam Expectations**

To ensure exams run smoothly:

- Students must arrive **on time** for every examination
- They must bring the **correct equipment**, including black pens and any subject-specific items
- Mobile phones and smart devices must be **switched off and stored away** in accordance with JCQ regulations
- Public examinations **cannot be rearranged**, and absence without medical evidence will affect final grades

A full copy of the JCQ *"Information for Candidates"* has been shared with students and is available on the school website.

If you have any questions regarding the examination period or your child's attendance, please contact the Year 11 team or the Exams Office.

Thank you for your continued support during this important time.

Yours faithfully



Mr L Taylor  
Head of Year 11



Mr S Wilson  
Deputy Head Teacher