



Learning to shape the future

Headteacher: Mr L Cummins B.Ed (Hons), M.Ed, NPQH

Upton-by-Chester High School, St James's Avenue, Chester, CH2 1NN // Tel: 01244 259800 // E-Mail: admin@uptonhigh.co.uk

Friday 28th April 2023

Dear Parents and Carers,

IMPORTANT: leaving dates and exam information, May - June 2023

Year 13

The Year 13 leaving date is Friday 12 May 2023. However, learners are required to attend lessons after this date (if they are not in an exam) but not required to be on premises if they don't have a lesson. Learners are very welcome to come to school to work and seek advice from their teachers at any time. Learners should sign in upon their arrival to school and sign out when they leave.

Year 11

The Year 11 leaving date is Friday 26 May 2023. Exams start on Monday 15 May but all lessons will run as usual, so learners will either be in an exam or a lesson.

After half-term, learners are required to attend just the lessons for which they still have an exam. There will be no core PE, core RS or PSHE lessons. They are not required to be on premises if they don't have a lesson or an actual exam. Learners should sign in upon their arrival to school and sign out when they leave.

We are also providing a briefing session for learners just before each exam. For morning exams, teachers will run briefing sessions from 8.15 am and for afternoon exams they will take place during Lesson 3. These sessions are important for settling the nerves, making sure learners understand the procedures for that particular exam and that the basics things are not overlooked. We strongly encourage learners to make every effort to get to school earlier when they have a morning exam so they can benefit from these briefings. A timetable will be shared in advance of each week so that your child will know where to go for the briefings. Some departments will also offer after school revision classes to supplement these briefings.

On each day from Monday 15th May, learners in Years 11 and 13 will be able to get toast and a drink before attending the 8.15am briefing. These will be served in the main canteen.

Year 11 learners will attend an exams assembly on Friday 5th May. They will be presented with the following information:





- Examination rules
- Exam equipment that learners are expected to bring with them
- The arrangements for all learners during the exams (including information about timings, where to line up etc.)
- Looking after themselves during the exam season
- An opportunity for learners to ask questions

Year 13 learners will be provided with this information during PLaN time, week commencing 1/05/23.

We would kindly like to request that you support your child to ensure that they have the appropriate equipment for each exam, including a clear pencil case (with two **black** pens, pencil, eraser, sharpener, ruler etc.), calculator and clear water bottle. It is most important that learners arrive on time to each exam. All morning exams will commence at 9am and learners will be expected to line up at 8:45am following the exam briefing. The afternoon exams will commence at 1pm and all learners will be expected to arrive at 12:45pm. These times need to be strictly adhered to, so that we can get the exams started on time. All year 11 learners will be on first lunch.

Also, a reminder that all mobile phones and watches will need to be handed in before the start of each exam. This is carried out in an organised and secure manner. However, we would encourage all learners to leave valuables such as these at home on the day of their exams. All learners have been made well aware that even innocent mistakes with mobile devices (e.g. taking them into the exam and them going off) have severe consequences for the exam paper they are sitting.

Exam timetables

These have already been sent to parents and carers.

Special consideration and COVID

Unlike last year, no special arrangements are in place for COVID related situations. If your child is poorly during the exams, please inform the Reception team immediately. The Exams Manager will then make contact with you to look at an application for Special Consideration where possible. Please be advised that this is not always possible as the threshold to be awarded special consideration is high, so every effort must be made to attend all exams.

To conclude, I hope that your child's revision is going well and wish them all the best! I encourage you to contact their teachers if you are worried about their exams. However, it is normal for learners to experience exam stress. Usually, this is caused by being unsure





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about a piece of work and a short conversation with their teacher can work wonders in clearing up some misconceptions, so please encourage your child to make contact.

Yours sincerely

Jon Arnall
Deputy Headteacher

KLA/ARN

