

Tuesday 22nd April 2025

Dear Parent/Carer,

RE: Yr 11 Summer Exam Series Update

I write to confirm that the main summer exam series begins Tuesday 6th May 2025 and that students in Yr 11 are due to finish face-to-face teaching at Norbury High School at the end of the half term on **Friday 23rd May**.

Please find details of arrangements for the rest of this half term below:

22nd April – 2nd May	<ul style="list-style-type: none"> Students attend all lessons, including form time as normal. Some students will be released from lessons to complete formal speaking or practical exams.
6th May – 23rd May	<ul style="list-style-type: none"> Form time is no longer attended. Students either attend a morning exam or go straight to P1 (8:55am). This means all Yr 11 students are on site by 8:55am. From 6th May Yr 11 students must place their phones in their lockers as soon as they arrive at school. Unless they're in an exam, students follow their P1-4 school timetable as normal. Teachers will use lessons to deliver structured revision for their subjects and upcoming exams. Some P4 lessons have been organised to support subject specific study for exams taking place in the afternoon or the following day. This will provide students with space for any last-minute questions/queries to their subject teachers before the exam. When this is the case students will be directed to go via the year group Google Classroom and on the notice board outside Mrs Collins' office. Registers will be taken. Yr 11 lunch takes place slightly earlier from the 6th May - 12:30-1p.m Students who have an afternoon exam will have lunch 12:30-1pm, then line up for their afternoon exam at 1pm. All other students leave the school site for the day at 12:30pm to continue study and exam preparations at home using revision materials. Students can collect lunch should they wish but will be directed off-site straight after. Please note, even if a student does not have a scheduled exam they are expected in school 8:55am - 12:30pm. Any period 1-4 lesson taking place between 6th - 23rd May is compulsory (not including when a student is in an exam).
Friday 23rd May	<ul style="list-style-type: none"> End of Yr 11 Ceremony takes place Students attend their morning exam and P3 lesson as normal.

	<ul style="list-style-type: none">• In P4 students will attend their final year 11 form time with their tutor, the ceremony will take place from after lunch in P5&6 in the main hall.• Students must be in full school uniform (there should be no writing on uniform) in order to be allowed to attend. This is a formal event and students not in correct uniform will not be allowed to attend and sent home instead.• Students should bring with them to school a <u>spare school shirt</u> and anything they wish to be signed. This can be signed in their own forms in P4 and with other students at lunchtime.• The ceremony is estimated to end by 3pm and students will be directed off site straight at the end of the ceremony.																					
24 th May – 1st June	<ul style="list-style-type: none">• May half term break																					
2nd June – 25th June	<ul style="list-style-type: none">• Students are now in online school and only need to physically attend school if they have an exam. Once the exam is over, they are required to leave the site immediately.• Please see the table below for the compulsory online revision sessions ahead of exams. Students must attend these online via Google Classroom which are delivered by their usual subject teacher (if students are already in school sitting an exam they do not attend the online school but attend their exam instead) <table><tr><td>Monday 2nd June</td><td>11:50-12:40 pm</td><td>Maths</td></tr><tr><td>Tuesday 3rd June</td><td>3:25-4:15 pm</td><td>Maths</td></tr><tr><td>Thursday 5th June</td><td>3:25-4:15 pm</td><td>English</td></tr><tr><td>Monday 9th June</td><td>1:35-2:25 pm 2:25 - 3:15 pm</td><td>Spa 1 & Spa 3 Spa 2 & Spa 4</td></tr><tr><td>Thursday 12th June</td><td>2:25-3:15 pm</td><td>Chemistry</td></tr><tr><td>Friday 13th June</td><td>11:50-12:40pm</td><td>Physics</td></tr><tr><td>Monday 16th June</td><td>2:25-3:15 pm</td><td>Spanish</td></tr></table> <ul style="list-style-type: none">• Students must attend all exams in full school uniform. This includes following the school rules regarding jewellery and hair colour.• Students must continue to place their coats, bags and mobile phones in their lockers during the exam season. A reminder that when they have their last exam, students should ensure their lockers are cleared of all belongings.	Monday 2nd June	11:50-12:40 pm	Maths	Tuesday 3rd June	3:25-4:15 pm	Maths	Thursday 5th June	3:25-4:15 pm	English	Monday 9th June	1:35-2:25 pm 2:25 - 3:15 pm	Spa 1 & Spa 3 Spa 2 & Spa 4	Thursday 12th June	2:25-3:15 pm	Chemistry	Friday 13th June	11:50-12:40pm	Physics	Monday 16th June	2:25-3:15 pm	Spanish
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8th July	<ul style="list-style-type: none">• Year 11 Prom																					

Please note the exam window runs until 25th June. All students must be available up until the 25th June even if their last exam is before this date should an exam board visit occur and they are requested, particularly if they have completed coursework/NEA or controlled assessments as part of their course.

Important Exam Information

- A reminder that the registration times for summer exams are:
 - **8:30am for a morning exam**
 - **1pm for an afternoon exam**
- Important note: **exams can start any time up to 30 minutes before the scheduled exam time** so students must be on time for the registration time stated above as the exams can start anytime from the registration time.
- All students should register on the tennis courts.

Our Invigilators must follow strict rules laid down by JCQ for the conduct of examinations. As standard practice the school will be inspected in the summer examination series and the following will be checked.

- Coats and bags are not permitted in the exam room. If you bring these to school, they must be stored in your locker. **Students who need to stay warm, due to medical conditions, must wear thermal layers under their school uniform rather than a coat.** Coats will not be permitted into the examination rooms/halls.
- Full and correct school uniform must be worn to every exam.
- You must bring to the examination the correct equipment: black pen, pencil, calculator, rubber etc. Pencil cases must be fully transparent and not tinted. Calculators with a memory facility must be cleared before entering the exam room. Do not bring the calculator lid.
- You may bring bottled water but the label must be removed prior to entering the exam room and the bottle must be transparent. Food and chewing gum are not allowed in the exam room.
- It is essential that students do not have on or with them a mobile phone, iPod, MP3 player, smart watch, standard watch, headphones, earphones or any such device in any examination. To be in possession of such items or of notes connected with the subject being examined is prohibited and disqualification is the penalty for breaking this rule.
- When entering the exam hall or room you must do so in complete silence and remain that way until you leave as per JCQ rules "Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s)"
- In addition, candidates must not have: any writing or marks on the hands, body or stationery– not even the date and time of an exam. **This also includes henna.**

School Uniform Donations

There are some families in our school community who are facing financial hardship, especially in light of rising living costs, therefore the school would gratefully receive any donations of branded school uniform such as the school jumper, blazer or PE kit, if in good condition, which can be passed on to families in need. If you would like to donate a piece of school uniform please bring this with you (washed) at the time of your last exam and hand it in to reception.

Results Day

Results day is scheduled for Thursday 21st August; further details regarding arrangements for collecting results will be released toward the end of the academic year.

Students must ensure they have provided a personal email address using the exams google form before they leave NHSG so we have contact details regarding the collection of certificates from November 2025.

I would like to take this opportunity to wish all our students the very best in their exams and next steps and I look forward to seeing them on results day.

If you have any further questions, please feel free to contact me on the details below.

Yours Sincerely,

A handwritten signature in black ink that reads "M Collins". The letters are cursive and slightly slanted to the right.

Mrs M Collins
Senior Deputy Headteacher
Email: m.collins@nhsg.org.uk