



30th October 2018

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Headteacher: Philip Davies

Dear Parents/Carers and Students

The first set of Pre-Public Exams for Year 13 students takes place between Thursday 8th and Friday 16th November. The purpose of these exams is to assess students' progress, so far, in all their subjects so that teachers can use this information in their future planning. In addition, it represents an important opportunity for students to experience the exam arrangements in preparation for their actual exams in the summer.

We have high expectations for all students during their first set of PPEs. We would like, therefore, to inform you of the following key points and would appreciate it if you could discuss these with your son/daughter in readiness for their exams.

Equipment

All students should bring the necessary equipment to each exam. This includes at least one spare pen. If specialist equipment is required, for example a calculator for mathematics or colouring pencils for product design, the student should also ensure that they bring this with them on the day of the exam.

Mobile phones

In line with exams regulations, no mobile phones are to be on a student's person in any circumstances during an exam. If a student has brought his/her phone to school, it MUST be switched off and in his/her bag, which will be placed at the back of the exam hall. Please note, a phone switched off and in a student's pocket is not acceptable. If a mobile phone is found on a student's person during an exam, it will be confiscated and must be collected by you at the end of the school day. A mark of zero will automatically be awarded for that particular exam.

Using the toilet during exams

The expectation is that students will not be allowed to use the toilet during any exams. If you have any concerns regarding this and believe that your son/daughter may need to use the toilet during an exam, please contact the Sixth Form Office to provide further details. You can contact us on the school number and extension 383 or 253 or by e-mailing nbeard@prospect.reading.sch.uk and aholt@prospect.reading.sch.uk. This decision has been made in order to safeguard the integrity of the exams.

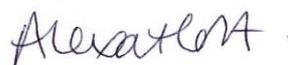
In summary, we would like the students to approach this set of examinations professionally. We would like to encourage them to plan their revision time effectively so that they can approach each exam with confidence and a determination to succeed. Subject leaders and teachers have already provided all necessary information and revision materials to students.

If you have any other queries or concerns regarding the arrangements for exams, please contact the Sixth Form Office.

Yours sincerely



Mr N. Beard
Assistant Head in charge of Sixth Form



Miss A. Holt
Assistant Head of Sixth Form