

May 2022

Dear Parent or Carer

Outwood Academy Hemsworth – Examination Entries

As we approach the Summer Examination Series, I have taken this opportunity to write to you in order that policies and practices are clear and that you are able to fully support your child and the Academy through this very important time.

Accompanying this letter is a list of examination entries for your child. Please check carefully the **exam entries** and note the fact that examination dates and times are set by the Examination Boards and must be held on that day – the Academy is unable to change these dates. Students must attend all examinations in full Academy uniform and with the necessary equipment or risk putting their examination result in jeopardy by being sent home to change. Please ensure that students attend examinations on time and be aware that, if you book holidays during the examination period of May and June, then your child will not be able to retake any examinations with the exception of GCSE English and Maths, which they will have to wait until the next academic year to do.

Please then check the **personal details (legal surname, legal forename and date of birth)** as these will appear on examination certificates (if your child legally changes name please inform the Academy immediately). When checked please sign in the relevant space provided. **EXAMINATION CERTIFICATES MUST SHOW LEGAL NAMES**

Student's legal forename and legal surname: _____ Tutor Group: _____

- a) I have noted my child's entries.

Signed parent/carer: _____ Date: _____

- b) I have checked and agree that the personal details, legal surname, legal forename and date of birth stated on the candidate timetable are correct.

Signed parent/carer: _____ Date: _____

If any details are incorrect use the box below to indicate the correct details

Legal Surname	Legal Forename	Date of Birth

PLEASE RETAIN THE INDIVIDUAL CANDIDATE TIMETABLE AND RETURN THIS LETTER TO YOUR CHILD'S TUTOR BY 17 MAY

Further important information follows on the reverse of this page

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Examination Entry

If your child fails to attend any examination for which he or she has been entered and there is no adequate reason for this, you will be responsible for paying the examination entry fee which currently ranges from £10 to £65 depending on the nature of the examination. In the case of illness a Doctor's note must be provided. Examination seasons take place at various times throughout the year and your child will be issued with a Personalised Examination Timetable if they are entered for examinations. We publicise details of all examination series on our website but your child has a responsibility to make you aware of examinations for which they are entered. If it is not planned for your child to be in the academy on the day of their examination, for example if they are following an alternative curriculum, he or she should still attend the examination. Examination results will be published in the local press at the end of Key Stage 4 and 5.

The details on the candidate timetable are the ones which we hold on record and will be recorded on examination certificates unless we are informed of changes via this letter. The Academy will not take responsibility for incorrect names on certificates therefore any charges for re-printing will be referred back to parents/carers.

A NOTICE TO CANDIDATES poster is displayed in Academy social areas and on Tutor Group notice boards, will you please remind your son or daughter to take the time to read this prior to the first examination. This can also be found on the 'Y11 Exam Information' Google Classroom.

Examination certificates will be available for collection from the Academy in November. Currently examination Boards charge £35 for replacement certificates. The Academy has limited storage space, so please ensure that all certificates are collected.

Results Days are on 18 August for Post 16 AS and A2 exams and 25 August for GCSE and other Level 2 courses.

Students will have access to a structured revision timetable in the lead up to the exams. Students have received a copy, and this can also be found on the Academy website.

Y11 must continue to meet our expectations in terms of behaviour. Post 16 and Prom places may be jeopardised if students do not continue to follow our behaviour guidelines.

Students will be expected to arrive in school at 8am if they have a morning exam. Breakfast will be provided as well as a structured revision briefing before the exam. Exam briefings will take place in the Dome.

Finally, may I take the opportunity to wish your child every success in the forthcoming examinations? If you wish to discuss any of the above or have particular issues about which you wish to make the Academy aware, please do not hesitate to contact your child's Learning Manager or Mr Godfrey at the Academy.

Yours sincerely



Toby Rutter
Principal