



7 January 2022

Dear Parents and Carers

Re: BTEC External Examinations January 2022

The BTEC external unit examinations begin the week commencing Monday 10 January.

In addition to the letter which was sent to parents and carers from the examinations office on 4 January outlining the protocol with wearing face masks in examinations, ventilation in the exam rooms and the reminder that wrist watches are not allowed to be taken into the exam room, please can I also remind parents and students that all students must wear their student identity lanyards.

All Year 13 students are currently on study leave for their PPEs and are due to return to school on Monday 17 January. In order to help further support students taking these external examinations when students return to school on Monday 17 January they will not be required to attend school the morning before an afternoon examination. If your child has an examination in the morning they will be allowed to leave the school site at lunchtime the day prior to their examination to assist them with maximum preparation time. If students have a morning examination on Monday 17 or 24 they will also be able to leave the school site at lunch time on the Friday prior to this.

We ask that students email Mrs Power directly if they intend to use this additional time to prepare at home on the relevant morning or afternoon so that they can be given the appropriate attendance code.

If you have any further questions please do not hesitate to contact myself or the examinations team.

Yours sincerely

Miss H Jackson
Director of Key Stage 5

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