



# Bishop's Hatfield Girls' School

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14th May 2019

Dear Parents/Carers,

The end of year examinations for all Year 10 pupils will start on Tuesday 11<sup>th</sup> June and will finish on Thursday 27<sup>th</sup> June.

Normal lessons will continue throughout this period of time so that wherever practical, i.e. until the examinations in that subject have been completed, girls will be able to work with their teachers, revising and preparing for their forthcoming examination. When all examinations have been completed in a particular subject, teachers will be able to discuss the questions in detail and offer advice and guidance for future examinations. However, no examination results or papers will be returned to the girls until the week beginning Monday 8<sup>th</sup> July to allow for checking and collating.

Ms Dalziel, Examinations Officer, Mrs Graves and Mrs Dayton, Heads of Year for Years 10 and 11, will be responsible for ensuring the smooth running of the examinations during this time, although Ms Dalziel will still be busy on some days with GCSE, Year 12, AS and A level examinations. Please remember that school examinations are good practice for the real thing. Please try to ensure that your daughter has full attendance during the period of these examinations as absences mean that papers will have to be caught up at another time, and this can be difficult to arrange. Any concerns regarding this should be addressed to Mrs Dayton and Mrs Graves; permission to be absent from school for exceptional circumstances must still be sought from Ms Nickson or Mr Wood and any daily absence/lateness must be notified to the School Office as usual.

I attach an Examination Timetable so that you will know when your daughter has her examinations; your daughter will be issued with her own A5 copy. The Examination Timetable can also be viewed on the school's website. Finally, a copy of the examination regulations is attached for your information.

Yours sincerely,

Mr H Pandya  
**Assistant Headteacher**