



# Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH  
Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331

Email: [admin@bishophatfield.herts.sch.uk](mailto:admin@bishophatfield.herts.sch.uk) Website: [www.bishophatfield.herts.sch.uk](http://www.bishophatfield.herts.sch.uk)

BHGS is a company limited by guarantee Company number: 07831507 Charity number: EW01517



Dear Parents / Carers,

Some pupils have come in to school with a few questions this morning, so I wanted to clarify a few important points:

- Pupils must check where their exam seat is by looking at the notice board inside the double doors on the main pupil entrance.
- Pupils must be at the exam room 15 minutes before the exam starts.
- Bags should be left in lockers, and can be collected from the form room at the end of the exam.
- No watches can be worn.
- No materials of any kind can be taken into the exam room.
- Revision materials should not be brought to the exam area. They are not allowed to bring them inside the first set of double doors.
- Phones cannot be brought into the exam room.
- Water bottles must be clear without any label
- Pencil cases must be clear.
- Pupils must not communicate with each other in the exam room - this includes turning around, looking over at each other, mouthing words, using hand gestures or anything similar.
- Silence is expected from entrance into the first set of double doors towards the PE changing rooms.
- Shoes must be removed at the entrance to the exam hall.
- PE hoodies cannot be worn in the exam room

Please also see the attachments to this letter.

It is essential that all pupils follow these rules for all exams. If the regulations, which pupils have been fully trained in through many years, are not followed the candidate may be subject to the malpractice procedures of the Joint Council for Qualifications (JCQ).

Pupils arriving for an afternoon exam should enter through the main entrance. They will be registered in the exam. Pupils arriving for a morning exam should enter school using the pupil entrance and will be registered in the exam. Only those attending supervised study sessions or staying in school after an exam need to sign in on the registration sheets in the dining room.

Please find attached a copy of the letter about the Year 11 arrangements, in case there are any other areas where you would like clarification.

Yours sincerely,

Mrs Langston  
Assistant Headteacher

*"Pupils flourish and support each other to succeed"*