

Dear Parent/Carer,

Re: Year 11 and 10 Pre-Public Examinations (PPEs)

I am writing to inform you that as your son/daughter will be sitting external GCSE/BTEC examinations during this school year, they will also be required to sit two Pre Public Examinations in the subjects they study. For Year 11 pupils this means all subjects excluding Performing Arts and Art. If your son/daughter is in Year 10 then there will be PPEs for Triple Science, Double Science and Health and Social Care.

These Pre Public Examinations will provide excellent preparation for the external examinations later in the year. They will also give the pupils and their teacher's valuable information about their current levels of performance, the pupils' strengths and those areas that they still need to develop in order for them to fulfil their potential in the summer. In addition, the results of the PPEs may be shared with external bodies such as exam boards and colleges. Therefore I wanted to ensure that you have clear information to support and help your son/daughter in preparing for these examinations.

The PPEs will occur over two weeks. The first of these weeks will take place from:

**Monday 24<sup>th</sup> to Friday 28<sup>th</sup> November 2014.**

The school is open as usual and pupils are expected to arrive and attend school as they normally would in full complete uniform. When they are not in a Pre Public Examination they will revert to their normal day to day timetable. The second PPE week will be in the spring term commencing **9<sup>th</sup> February 2015.**

All pupils will be issued with a personalised PPE Timetable indicating the time, duration and location of their examinations and in addition will receive information regarding examination conduct and regulations. It is important that with your help, each pupil reviews their individual timetable and the regulations. Once pupils have received their timetable they will receive revision guidance for each subject from their subject teachers which will tell them how and what they should revise in preparation. There are a number of excellent online resources pupils can access to supplement their revision, notably BBC Bite-size and My Maths. In addition, Form Tutors will also be supporting pupils and assisting them by preparing a revision timetable.

Pupils need to treat the PPEs very seriously. They should approach their PPEs with the same level of determination as their external GCSE/BTEC examinations later in the year. If they have not already started, it is time they started revising now. With five weeks to go until the start of the first PPE week it is vital that all pupils should be preparing thoroughly, not only in the evenings but during the October holidays and weekends. Our recommendation is

that pupils should be investing at least 2 hours of revision each evening and additional time at the weekend. We also ask for your support in limiting distractions that could interfere with the quality and quantity of revision such as mobile phones, TV, Playstations etc. All of these can have a detrimental influence and cause unnecessary distractions in preparing for examinations.

If pupils do not invest sufficient effort into their preparation and as a result perform poorly, they will be expected to re-sit their PPEs in afterschool sessions during December. In some cases we may invite parents/carers into school to discuss the reasons behind poor performance so we can work together to see a noticeable improvement in the 2<sup>nd</sup> round of PPEs in February. If pupils are absent for any of the PPEs, they will be expected to complete any missed examinations when they return to school.

Your son/daughter will receive their results at a special assembly in December. At that assembly, pupils will collect their results, which will be given to them in a sealed envelope in the same way that they will receive their GCSE/BTEC results in August. There will also be awards/prizes for the top 5 pupils who perform the best compared to their GCSE/BTEC target grades.

I wish your child every success with their Pre Public Examinations and we are grateful for your continuing support to help them achieve their potential. If you have any further enquires please do not hesitate to contact your son/daughter's Form Tutor who will be able to assist you.

Yours faithfully

Michael Connelly  
Assistant Headteacher