



# THE GRANGE SCHOOL

*Mr V Murray – Headteacher*

October 2024

Dear Parent/Carer

## **Re: December GCSE Mock Examinations**

This is to inform you of the arrangements for our next GCSE mock examinations for all students in Year 11. These examinations will be run over two consecutive weeks, from **Monday 2 December 2024 to Friday 13 December 2024** inclusive.

Please find attached a timetable of the mock examinations.

Students have been informed of the arrangements for the examinations, but for your information:

- a) Students must report no more than ten minutes before the official starting time of the examinations, which will be **8.40 am** for the morning examinations and **1.15 pm** for the afternoon examinations. Students will register as normal in the morning with their form tutor but will register directly in the examination room in the afternoon. If they do not sit an afternoon examination, normal registration and timetable will apply.
- b) Students should attend normal timetabled lessons when not in their examinations.
- c) Full details of venues will be displayed in the main school foyer on a daily basis. These details often involve the use of candidate numbers and all students must know their candidate number. They also should check which tier (Higher / Foundation) they are sitting for each examination.
- d) Full school uniform must be worn for all examinations; however, we will ask students to leave their blazers in their bags. They may wear a school jumper or their PE sweatshirt if they wish. Failure to comply with this instruction could mean that your son/daughter will be sent home to change.
- e) School bags and mobile phones are not to be taken into any examination room. They will be securely stored in specific allocated rooms. If a mobile phone rings, vibrates or receives a text message during an examination, the invigilator will report it to the Examinations Officer, and the candidate's paper will be declared void.
- f) All students must ensure that they bring the necessary equipment for the relevant examination, including two black pens. Equipment is not provided by the school and may not be borrowed from another candidate. The use of correcting fluid and correcting pens has been banned by all Examination Boards.
- g) If your child is ill, please telephone the school and inform the Attendance Officer of the illness by **8.30 am**.

Normal timetable will resume for the students at the end of the GCSE Mock examinations.

If you have any questions regarding the mock examinations, please contact our Exams Officer, Mrs Cox:  
[vcox@grange.bucks.sch.uk](mailto:vcox@grange.bucks.sch.uk)

Yours faithfully

**V Murray**  
**Headteacher**