

9th December 2020

Dear Parent/Carer

I hope you are all safe and well



As I wrote in my last letter to you, we are planning for the mock exams in January to go ahead. In order to facilitate this in the current situation, we have had to adapt somewhat to ensure we are able to adhere to protocols designed to minimise the spread of Covid-19. The schedule and organisation are outlined below. I have also recorded a video for both students and parents which can be found in the exam section of the school website to further explain the format this year.

In general

- Mock exams will begin on Monday 4th January and officially finish on Friday 15th January (see schedule included with this letter);
- In principle, there will be two exam sittings per day starting at 9.10am and 11.30am;
- Venues for exams this year will be the sportshall, classrooms in Aristotle building (Technology) and our Jill Allport Suite. This is a change to usual organisation in order to minimise the number of students in the sportshall, thus increasing the distance between them. Students will be informed of the venue and seat number for each exam on their individual exam timetable. This will be sent via their school email.

Days 1-7 (4th – 12th January)

- Students will be doing core subject exams only during this period;
- Students will be offered the opportunity of study leave. This means students will leave the school site after the second exam each day at approximately 1pm to private study/revise for exams the next day. On Monday the 11th January, those students who are not taking the exams in languages and Imedia will have the opportunity to leave school at 11am;
- If you do not wish your child to partake in study leave, please complete the reply slip below and alternative arrangements will be made for them in school. Please be aware, normal lessons will not take place during the first seven days;
- Students will be required to assemble on the tennis courts every morning at 9am and will leave the school site after the second exam at approximately 1pm. This is a later start time in the morning in order to support student movement across the year group bubbles. Entry to school will be from the main school gate opposite Woodlands Lane.
- Students are asked to provide their own food and drink on these days during break but food for lunch will be available to purchase after the second exam

Days 8-10 (13th – 15th January)

- On Wednesday 13th January, to coincide with foundation/options subject exams, students will return to normal school hours starting at 8.40am and finishing at 2.50pm;
- All remaining exams will be in the sportshall and Jill Allport Suite (JAS) as the numbers for these exams will be smaller;
- Entry to school will revert back to current procedures with Year 11 entering school through the secondary gate opposite Withybrook Road (school bus entrance).

Absence from school during exams

- It is very important that all students attend exams where possible. The experience of the 'exam situation' and length of concentration time required is excellent practice for the summer;
- It is also important that all students do the exams. However, we do not have enough time after the mock weeks to facilitate re-taking them without severe disruption to their curriculum;

Head Teacher: Annette Kimblin

Hathaway Road | Shirley | Solihull | West Midlands | B90 2PZ

T: 0121 744 3835 | **F:** 0121 733 6148 | **E:** office@lighthall.solihull.sch.uk

www.lighthall.co.uk



Light Hall School
The best from everyone, all of the time.

- However, I appreciate this may not be feasible in the current circumstances, so:
 - If your child is self-isolating, they will still complete the exam but must follow the procedures below;
 - If your child is ill, you must follow the usual school procedures in terms of reporting absence. If they are well enough, they can still complete the exam but must follow the procedures below. If students are too ill, an opportunity will be provided to do the exam on their return but may need to be after school.

Completion of the exam at home

- All written exams will be sent via MS TEAMS as an 'assignment' 10 minutes before the scheduled start of the exam. Students must be ready promptly to ensure they have the maximum time allowed. The session will end automatically after the allocated time;
- Students will download the paper from MS TEAMS and complete online within the duration allocated. Papers will be available for amending electronically, allowing students to type their answers into the question spaces provided. In subjects where this may be difficult for some questions, allowance will be made;
- Students will save their work and return their paper electronically via TEAMS before the session ends. Late entries cannot be accepted;
- We appreciate this is not an ideal situation. If students are self-isolating, please encourage them to complete their exam in full exam conditions with no music, phones or access to the internet. This is vital in order for them to receive an accurate, realistic current grade and gain full benefit from the exam;
- Students who complete the exam at home and achieve a grade far higher than their working level, may be asked to complete another exam in school to validate their grade.

Should you have any further questions regarding the Year 11 mocks, please do not hesitate to contact Mr Hemming, exams officer at shemming@lighthall.co.uk

Yours sincerely

Mr R Hall
Deputy Headteacher

Mrs A Kimblin
Headteacher

Withdrawal from Year 11 study leave from Monday 4th January to Tuesday 12th January

NAME OF STUDENT:

FORM:

I do not wish my child to participate in study leave from Monday 4th January to Tuesday 12th January. I understand that they will be involved in supervised study sessions as opposed to normal lessons during this time. The school finish time for my child will be 2.50pm.

SIGNED:

PARENT (please print):