



17 January 2022

Dear Parent/Carer

Examinations – February 2022

It has been confirmed that exams are going ahead as normal. The Government have also confirmed that during exams, facemasks are not needed however if a student does want to wear one, they can. We ask that all students wear a mask as they enter and leave the hall unless they are exempt.

At Stafford Manor High School we ensure that examinations are run in a manner that is conducive to success. Here is a reminder of the ways in which you can assist us in giving your child the best chance to achieve their potential.

Please ensure that they:

- revise thoroughly
- have a sensible bed time
- have breakfast or lunch before an examination
- know the day and time of each examination (examinations can only be taken on the day and time stipulated by the individual Examination Board)
- display the exam timetable in a prominent place at home
- arrive at school at least 15 minutes before the start of morning examinations
- arrive wearing full school uniform
- inform the school office before the start of an examination if they are ill or unwell and ensure a medical note is sent to the Examination Manager by the next day.

Enclosed with this letter is a copy your child's examination timetable along with an 'Information for Candidates' sheet which outlines the code of conduct during exams. **Please check through these carefully with your child and ask them to discuss any errors/queries with their teachers. It is important they are enrolled on the right exams.**

In the event that a student arrives late for an exam, every effort will be made to allow them the full time to sit the paper, although this is dependent upon adequate supervision and organisational arrangements. Fee reimbursements are sought from candidates who fail to sit an exam without medical evidence or credible evidence of any mitigating circumstances. More information can be found in our Assessment Policy.

We wish you every success in your exam.

Yours sincerely

Mr K. Delaney
Deputy Headteacher
Encs

Headteacher:
Mr R Lycett