

28/11/2020

Dear Parent,

I am writing to inform you of Mr Cozier's decision to have year 11 only come into school during the mock exam period from 30<sup>th</sup> November to 11<sup>th</sup> December only to sit their exams. When they do not have an exam scheduled they need to be working from home, revising and working online. They should be in school as usual from Monday 14<sup>th</sup> December (even if they have an exam on that day).

Much of the two-week mock period is taken up with exams so no new content is taught in lesson time. Time outside of exams should be used for revision, and as there are varying numbers of students in different lessons lesson time during the mocks is of limited and varying use. If they were to remain on site, the need to coordinate and control their movement to ensure the integrity of our other year group "bubbles" will add stress to their day which we would like to avoid. Moreover, current levels of covid related staff absence puts pressure on our resources, which we would prefer to deploy elsewhere. Online live lessons will happen for period 4 and 5 lessons for students who do not have an exam and so teachers can still help students prepare to a very similar level as if they were in school.

With some exceptions (listed below) students should leave the site at the end of their exams and go straight home. Please reinforce the need to go home and not be with friends or in the park etcetera. Though the current restrictions end on 2<sup>nd</sup> December there is still a need to minimise social contact to reduce the risk of coronavirus transmission.

We have not taken this decision lightly and we realise that there are disadvantages as well as advantages. We do recognise the anxiety that many Year 11s are feeling, and we do want to do our best to reduce this. It is my sincere view that the vast majority of students in year 11 are working incredibly hard and are hugely dedicated and they will do well. I will visit year 11s in lessons before the weekend to try to reduce and address any worries or concerns.

Yours sincerely,

A Hartley  
Assistant Headteacher

Highgate Wood School Student Council supports individual action to address the issues of Climate Change and promotes the United Nations top 10 recommendations.



### Exceptions to going home

- Students who live too far away to get home and back again in a reasonable time (who live more than half an hour away).
- Tutors will carry out a survey of their form group to indicate if they will have difficulty, due to distance, in going home and back again in time for afternoon exam.
- This group will be in school and join a teacher.
  
- Students with a period 3 exam.
- Students with three exams in a day.
- These students will join the class detailed above.

### Exam expectations

Students must:

- be in full school uniform
- arrive at 8:30-8:35 in the morning at the top gate
- arrive at 12:30-12:40 in the afternoon at the top gate if they have an afternoon exam
- Have all required equipment (3 black pens, pencil, ruler, transparent pencil case, photo ID, sharpener, rubber, highlighter, calculator)
- Late students will be kept back so that the exam can start and students who are on time can start, we will then decide if it is right that students are quietly brought in to the exam hall. Students will not be penalised with regards to the time they have for their exam.

### Advice and guidance

- Mock exams are tough at the best of times; your child will need even more support than usual from all of us!
- Many will want to revise during the mock period and this is good but they should not work too hard, no more than 1 hour per evening, most prep has already been done.
- Rest and relaxation is key, a good night of sleep, go to bed early.
- Get up in plenty of time to have a good breakfast.
- Please help organise your child's equipment the night before and have a copy of the exam timetable on display in your home to help.
- Year 11 are doing brilliantly and at HWS we couldn't be more proud of them – please remind them of this!

Good luck everyone!!