



25 April 2023

Dear Parents/Carers

I write to share with you information in advance of the Year 11 external examinations this summer. Included within this letter is information about:

- Arrangements for students' time in school until the end of the exam period
- Leavers' Mass and Assembly
- Exam Requirements
- Wellbeing Support
- Results Day and Post-Exam Services

Arrangements for Year 11 students until the end of the exam period

The table below shows the timeline from today until the students' final exam. This is split into three sections, the details of which are outlined below.

	Mon	Tues	Weds	Thurs	Fri
24 th April		Today			
1 st May	Bank Holiday				
8 th May	Bank Holiday				
15 th May	First Exam				
22 nd May					Leavers Mass
HALF TERM					
5 th June					
12 th June					
19 th June			Final Exam	Prom	

1. Today to Friday 12 May

Students will follow their normal school timetable. This will allow them to access the specialist guidance and support of their subject teachers as they undertake their final exam preparation.

2. Monday 15 May (first exam) to Friday 26 May (Leavers' Mass and Assembly)

Students will continue to attend school full time. They will follow their normal timetable, meaning that they are able to access the specialist support of their subject teachers. Students will undertake learning for that subject when they are in the lesson (e.g. in English lessons students will focus on learning to help to prepare them for their English exams); they will not be permitted to revise for other subjects. This is to ensure they are able to fully benefit from their teachers' expert guidance. The exception to this is those subjects in which students have already completed all exams and coursework (e.g. Art and i-Media).

This is supplemented by final revision sessions for each subject, which have been arranged to precede each exam. Wherever possible, this is on the day of or the school day before the exam. Students sitting that subject will attend



the revision sessions instead of their normal timetabled lesson. A timetable of this is included at the end of this letter and will be issued to students in form time tomorrow (Wednesday 26 April 2023).

3. Monday 5 June (After Half-Term) to Wednesday 21st June (Final Exam)

Students will be permitted to study from home if you and they wish, and they will only be required to attend school for their exams. This is because they will increasingly have completed all of their exams for individual subjects by this time, meaning that it is appropriate for students to be able to self-direct their focus towards their remaining exams. Students are required in school for all of their exams: 8.50am for morning exams and 12.50pm for afternoon exams. When in school, students must continue to wear full school uniform.

Staffed silent revision rooms will be available for those students who wish to attend school in order to take advantage of the structured environment this provides to focus their revision. Students who have an exam in the afternoon and catch the school bus, and those who have both a morning and afternoon exam on the same day, are encouraged to take advantage of this facility. As students are no longer required in school full time, they may sign out after they have completed their exam.

Throughout this time, a final revision session has been arranged to precede each exam (detailed at the end of this letter). Wherever possible, this is on the day of or the school day before the exam. Students sitting that exam are strongly encouraged to attend these.

Leavers' Mass and Assembly

On students' final compulsory day in school (Friday 26 May 2023) we will hold a leavers' Mass and assembly. This is an opportunity for students to join together in celebrating their time at Cardinal Heenan. There will be opportunity for students to pray together, reflect on their time as a community, say goodbye to peers and staff, and to share memories. There will also be the chance for students to take part in traditional leavers' activities such as year books and shirt signing. As the day will also include a celebration of Mass students will continue to wear their full school uniform (which they will also need for after half term). Students will be permitted to leave early on this day at 2.30pm.

Exam Requirements

External exams are formal events, which are governed by rules set out by the Joint Council for Qualifications (JCQ) who work to ensure fairness across exams sat at different schools. Attached to this letter is Information for Candidates issued by the JCQ. This sets out the rules that students must follow for their exams.

To help to ensure that the exam experience is as smooth as possible for students, we follow all of the JCQ rules for exams during the mock exam period. This means that students have practised the routines, and so have a clear understanding of what to expect in their real exams. This allows them to focus on the content of their exam, rather than the rules.

In summary:

- Students are only permitted to take stationery in with them, and this should be stored in a clear plastic pencil case. This includes calculators (where permitted), which must have their lid removed.
- Students may take a bottle of water with them, but this must be in a clear plastic bottle with no label on
- Students must empty their pockets before entering the exam hall and must have clean hands (with no notes written on)
- Students place their bags and coats at the back of the exam hall
- As mobile phones and watches are not permitted in the exam hall, students are given a brown envelope to put these in. These are then handed in to one of our pastoral team, who stores them securely during the exam and then returns them straight after the exam

For morning exams, students need to arrive by 8.50am. For afternoon exams, students need to arrive by 12.50pm. It is important that your child is on time for their exams. If an unforeseen circumstance impacts on this, please contact school

as soon as possible, to allow us to provide appropriate support and guidance. In the event that a school bus is delayed there are arrangements in place to ensure that all students receive the correct amount of time to complete their exam.

Wellbeing Support

The final run-up to exams can be a challenging time for young people. There is always someone at school to help, and numerous sources of external support that we are able to signpost. Further information is available in our booklet on "Supporting Your Child with Exam Preparation" available on the school [website](#). This includes information on Reframing your Thinking, Managing the Physical Feelings of Worry, and guidance from the Anna Freud Foundation on how parents/carers can support young people's wellbeing.

Results Day

This year Results Day will take place on Thursday 24 August 2023. Results will be issued in person. Please be aware that we are only able to issue results to students, not to parents/carers or any other representative. If you know that you will be away for this time, please contact us on exams@cardinalheenan.com and we will be able to make arrangements to email your child's results to their school email address. This will be done after results have been issued to students attending school in person.

Post-Results Services

If your child's results are not as you expected in the summer there are various post-results services on offer:

- Clerical Re-Check of Marks – this will check that all parts of the script have been marked, marks have been totalled correctly and all marks have been recorded correctly
- Review of Marks – this will check that the mark scheme has been applied correctly and there are no errors of marking
- Review of Moderation – this will check the original moderation of Non-Exam Assessment has been fairly and consistently applied

Further Support

Each of these services carries a cost set by the exam boards and student consent is required before proceeding as a student's overall grade may decrease as well as increase. All requests for these services need to be made through the school; exam boards will not accept requests direct from students. Full details, deadlines and costs of the services on offer will be contained with your exam results on results day.

The final run-up to exams can be a worrying and daunting time for young people and their families. At Cardinal Heenan, we are keen to ensure this experience is as smooth and stress-free as possible. I hope that the information provided in and with this letter help you and your child to understand what to expect. If you have any further questions, please do not hesitate to contact us on:

- Mr Edney (Head of Year 11) – tey@cardinalheenan.com
- Mrs Powell-Wiffen (SENDCo, inc. exams access arrangements) – apn@cardinalheenan.com
- Mrs Marks (Student Services Manager, including attendance) – ams@cardinalheenan.com
- Ms Stockton-Pitt (Acting Deputy Headteacher) – ept@cardinalheenan.com

With kind regards



Ms L Stockton-Pitt
Acting Deputy Headteacher (Quality of Education)

Exams and Revision Class Timetable

15 May 2023 – 21 June 2023



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

	Monday 15.5.23	Tuesday 16.5.23	Wednesday 17.5.23	Thursday 18.5.23	Friday 19.5.23				
Period 1	RE Exam	Biology Exam	English Lit Exam	History Exam	Maths Exam				
Period 2						Option C/ RE Lesson	Option A Lesson		
Period 3	Option B Lesson	Science Lesson	PE Revision (Assembly Hall) Sport Revision (A36)	Science/PE Lesson	Science/PE Lesson	Chemistry Revision (Science Corridor)			
Period 4	Drama Revision (A27)	Maths Lesson	English Lesson Utilised as revision session	Maths Lesson	Business revision B32	RE/Option C Lesson	Comp Sci Revision (A42)	Chem Revision	
Period 5	Drama Exam	Biology Revision (Science Corridor)	Maths Lesson	PE & Sport Exams	Option B lesson	Business Exam	Science Lesson	Comp Sci Exam	Option C/ RE Lesson
Period 6			Option A Lesson	Option C/ RE Lesson	History Revision (Assembly Hall)		Maths Revision (Maths Corridor)	Option B Lesson	

	Monday 22.5.23	Tuesday 23.5.23	Wednesday 24.5.23	Thursday 25.5.23	Friday 26.5.23	
Period 1	Chemistry Exam	French Exam	Maths Lesson	Physics Exam	English Walking Talking Mock	
Period 2			Eng Lit Revision (Eng Corridor)			English Lit Exam
Period 3	Maths Lesson	RE Revision (Assembly Hall)	Physics Revision (Science Corridor)	Science/PE Lesson	Leavers' Celebrations including Mass and Assembly	
Period 4	Geography Revision (Assembly Hall)	English Lesson		Science Lesson		RE/Option C Lesson
Period 5	Geography Exam	French Revision A34	Options C/RE Lesson	Maths Lesson		Maths Lesson
Period 6		RE/Option C Lesson	RE Exam	Option B Lesson		PSCE Lesson (Independent Revision)

HALF TERM

	Monday 5.6.23		Tuesday 6.6.23		Wednesday 7.6.23		Thursday 8.6.23		Friday 9.6.23	
Period 1	English Lang Exam		Spanish Exam	SR B25	Maths Exam		PE/Further Exam	SR B32 A37 A13	Geog Exam	SR A46
Period 2				SR A22				SR B31 B32 A33		SR A42
Period 3	French (A33) Health (B29)	SR B31 & B34	Study Rooms B21 B23 B24 B25		PE Revision Assembly Hall	SR B21 B23 B24 B27	Geog Revision Assembly Hall	SR B31	Eng Lang Revision Assembly Hall	SR A34
Period 4	Study Rooms B44 & A34		Study Rooms A41 A42 A43 A45		History Assembly Hall	SR B44	Study Rooms B35 & B36		Study Rooms B21 B22 B32	
Period 5	Health/ French Exam	SR A42 & A46	Maths Revision (Maths Corridor)		History/ Construction Exam	SR A24	Biology Revision (Science Corridor)		Biology Exam	
Period 6	Study Rooms A43 & A37		Study Rooms B31 B32 B35 A21			SR A51				
3.30-4.30	Spanish Revision (Languages Corridor)				Further Maths Revision B42					

	Monday 12.6.23		Tuesday 13.6.23		Wednesday 14.6.23		Thursday 15.6.23		Friday 16.6.23	
Period 1	English Lang Exam		Chemistry Exam		Maths Exam		DT	SR A43	Physics Exam	
Period 2							A21	SR A44		
Period 3	Maths Revision Maths Classrooms		Spanish Revision H – Hall F – A33	SR B27	Music A51	SR B32	Physics Revision Science Corridor		Geog Revision Assembly Hall	SR B22
Period 4	Business B31	SR A45 A46		SR B25	Study Room B23				SR A37	
Period 5	Business Exam	SR A13 A11	Spanish Exam	SR A22	Music Exam	SR A34	Study Room B43	Geog Exam	SR B34	
Period 6		SR A12 A14	Study Room A22		Study Room B28		Study Room B44		SR B36	
3.30-4.30	Chemistry Revision Science Corridor									

	Monday 19.6.23			Tuesday 20.6.23		Wednesday 21.6.23	
Period 1	DT Exam	SR A32	Food A21	Food exam	SR B22	Study Room A46	
Period 2		SR B46			SR A13	Study Room B26	
Period 3	Study Room A24			Further A42	SR B25	Study Room B22	
Period 4	Study Room B45			Construct A21	SR A45	Study Room B42	
Period 5	Study Room A41			Construct Exam	SR B43	Further Maths Exam	
Period 6	Study Room A44				SR A36		