



Cardiff High School Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth
Mr S M Jones

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Dear Parent/Carer,

As the external examinations approach I wanted to make contact to confirm arrangements for the exams, study leave and return to school. Students should be in all class lessons until the end of the day on **Friday 10th May** and will then have study leave to coincide with their exams. This allows them the flexibility to prepare independently at home. However we would like to reassure you that Ty Celyn is available for focused study in school. Teaching staff will also be available for drop in sessions and further assistance during study leave.

Examination Timetable

All students should have received an individual examination timetable detailing date and time of all their exams. Exam venues and timings will be posted outside the Sports Hall/Canteen/Learning Hub/Main Reception and in Ty Celyn for the day of every exam as well as the exams for the following day. Even though students have returned to school and resumed lessons, **it should be noted that Wednesday 26th June is being designated as a contingency day for examinations. The designation of a 'contingency day within the common examination timetable is in the event of national or local disruptions to examinations it is part of the awarding bodies' standard contingency planning for examinations. All students have been told that they must remain available until the 26th June should an awarding bodies need to invoke its contingency plan.**

Pastoral Care and Support

Please be assured that during the study leave we will keep in contact with the students and endeavour to support them in any way possible. We can be contacted at school by phone or email. The exam session can be stressful and anxious for students and our Nurture Room staff are happy to assist students further with anxiety and managing nerves. Please let us know if you feel this may be useful.

Conduct In Examination

Students will be receiving an informative assembly this week reminding them of the procedures to ensure the smooth running of the exams. This includes being at the venue 20 minutes prior to the exam start time in full correct school uniform.

Return to School

Students will return to school on **Thursday 13th June**. Students are required to attend all their timetabled lessons even if they are considering not following the subject into A2 studies.

We would like to take this opportunity to wish all our students well with the exams and as always we look forward to working together with you to ensure their every success.

Yours faithfully,

Mrs K Dilks
Head of Upper School

Mr M O'Brien
Year 12 Achievement Leader