

23<sup>rd</sup> January 2025

Dear Parent/Carer,

**Re: Upcoming CAEs (Centre Assessed Examinations) - February 2025**

I hope this letter finds you well as we enter this crucial phase in the academic journey of our Year 11 students. I am writing to emphasise the importance of the upcoming final CAEs (Centre Assessed Examinations), which will take place from **Wednesday 5<sup>th</sup> February until Tuesday 4<sup>th</sup> March 2025**.

These CAEs represent a critical opportunity for students to demonstrate their learning, understand their strengths, and identify areas requiring improvement before their actual GCSE examinations, which are just **12 school weeks away**. With the countdown to GCSEs progressing rapidly, it is vital that students approach these examinations with focus, preparation, and determination to perform at their very best.

**Timetable and Exam Content**

Accompanying this letter, you will find a copy of the CAE timetable and an outline of the topics covered in each exam. We encourage you to review this with your child and support them in creating a revision schedule that ensures they are well-prepared for each subject.

**Summer GCSE Exam Attendance and Availability**

Please be reminded that we strongly advise against booking holidays during the GCSE Examination period which begins on **Monday 5<sup>th</sup> May 2025**. In the event of unforeseen circumstances, causing an exam to be rescheduled, Year 11 students **must** be available until **Tuesday 25<sup>th</sup> June**.

After this date, families are free to make travel arrangements or other commitments.

**Important JCQ Advice regarding Exam Behaviour**

The Joint Council for Qualifications (JCQ) has provided the following guidance regarding student behaviour during exams:

**Punctuality:** Students must arrive at the exam venue at least 15 minutes before the scheduled start time.

**Prohibited Items:** Mobile phones, smartwatches, or any other electronic devices must not be brought into the examination room.

**Silence and Conduct:** Students must remain silent upon entering the examination hall and throughout the exam.

**Unauthorised Materials:** Only authorised materials such as pens, pencils, and calculators (where permitted) should be taken into the exam. Cheat sheets, notes, or other materials are strictly prohibited.

**Behaviour:** Disruptive behaviour of any kind will not be tolerated and could result in disqualification.

We kindly ask for your support in reinforcing these expectations with your child to ensure a smooth and fair examination process for all.

**Additional Information**

The period 6 lessons that students have been assigned will support them in preparing for these CAEs, currently only 2 out of 3 of students are attending these sessions. Based on 2023/24 Year 11 data, for every 20 x P6 lessons attended, students' grades improved by one GCSE grade. Please encourage your child to attend these lessons, as 'little and often' is a much more effective revision strategy than trying to 'cram' at the end.

The Automated Extended Learning Task tools which the school subscribes to, such as Educake, can be used by students to support their retrieval of information. The Revision wizard will allow students to select specific topics or there is an option for the AI to select topics for them based on their own weakest areas.

All students were given free revision guides earlier in the year, for all subjects they study. Please encourage your child to use these resources. All students have been shown how to make timelines, mindmaps and flashcards to support them.

The upcoming CAEs provide a final opportunity for staff to identify areas for improvement, and refine student exam strategies. By taking these exams seriously and preparing thoroughly, students will gain confidence and readiness for their GCSEs in the summer.

Thank you for your ongoing support. Should you have any questions or require further clarification, please do not hesitate to contact the school.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M Gent', written in a cursive style.

Mr M Gent  
Assistant Head (Data, Assessment & Outcomes)