



19 October 2018

Dear Parents/Carers

Year 11 November/December 2018 Pre-Public Examinations (PPEs)

This letter and attachment to the email contain information about your sons forthcoming PPEs in November/December 2018. Importantly the timetable is attached. A hard copy of his PPE timetable will be circulated via his form tutor. He will be allocated the same seat/table for all of his exams.

Please spend time with him reviewing the information and discussing the importance of these exams, which act as a 'rehearsal' before the Summer exams. There is also a number of documents in the Exam section of The Hayesbrook School website that they need to read to ensure that they follow all of the JCQ and Exam Awarding Body rules and regulations.

Students are expected to be in lessons when they do not have a PPE.

As some of the exams will take place outside of the normal timetable, we have spoken to the restaurant and where possible they will extend the opening time during break and lunch time, but it may be advisable for your son to bring additional food with them on certain days and they should consult the exam timetable.

If a student is absent from a PPE due to illness, please call the Exams Office (Ext 207) **before 8.00am and leave a message**. Calls after this time should be made to Reception. If a student is late, due to unforeseen delays in travel, if they have a phone, they should contact the school and leave a message with Reception.

On behalf of the school, I would like to wish your son success in the forthcoming PPEs and should you have any further questions, please do not hesitate to contact me.

Yours sincerely

S Bassi

Mrs Sue Bassi
Exams Officer