



HECKMONDWIKE GRAMMAR SCHOOL

RGT/JDN

22 March 2023

Dear Students, Parents & Carers,

I am writing to you regarding the summer examinations in May & June 2023. Students will have already received their skeleton timetable of when their examinations will take place to allow them to plan their revision in the coming weeks. A more detailed timetable to include seat numbers will be sent out closer to the time. We have enclosed the External Examination Information for students - it is vitally important that all students have read and understood its contents.

Contingency Days

Each year the Joint Council for Qualifications (JCQ) designate several days on which they can reschedule examinations should the need arise through local and national need. On these days students need to be available for any exam if it needs to be re-scheduled. Whilst it is rare that these days are used it is important to note that if an exam is re-scheduled for these times, students must attend, otherwise they will score zero as they will have missed the exam. These days and times are as follows.

Thursday 8 June 2023 PM

Thursday 15 June 2023 PM

Wednesday 28 June 2023 Full Day

Y11 Study Leave

Students will remain in school during the start of the examinations to allow us to provide the appropriate support at this crucial time. The final full day in school for Year 11 will be Friday 26 May - there are no scheduled *curriculum* exams on that day. There has been a long-standing tradition at HGS that the last day for year 11 has the unofficial name of Geek Day where they are allowed to dress up and "modify" their uniforms - further details will be given in due course. We will use this day to celebrate their time at HGS as they, in the vast majority of cases, begin to look forward to their time in our Sixth Form. Following this day, and after the half term when the exams begin again on Monday 5 June, students will only be required to attend school for their examinations. This will be the start of their study leave.

After half term, from Monday 5 June (during study leave) there will be three possible scenarios for examinations:

Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH
Tel: 01924 402202 | Fax: 01924 418318 | Email: office@heckgrammar.co.uk | www.heckgrammar.co.uk
Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.

1. If students have an exam in the morning ONLY, they need to arrive at school at the usual time through the usual student entrance in the junior yard and make their way to the SCR. Once the exam is completed, they will be free to leave the premises via reception. However, a room will be made available in which they can study should they wish to remain in school. They must ensure they sign into the register in the study room. If students choose to stay and study, they will not be allowed to continually leave and enter the school building.
2. If students have an exam in the afternoon ONLY, they need to arrive at school at 12.45pm at the earliest via reception and wait in the SCR. If they are only able to arrive in the morning - they must sign in at reception and go to the study room. They must also ensure they sign into the study room using the register. They will not be allowed to continually leave and enter the school building once they have signed in. When the afternoon exam is completed; they will be free to leave the premises via reception.
3. If students have an exam in the morning AND afternoon, they need to arrive at school in the morning at the usual time through the usual student entrance in the junior yard entrance and wait in the SCR. Once the morning exam is completed, they can either:
 - Leave site and remain off site until the afternoon exam starts and arrive back in the reception at 12.45pm at the earliest as explained above. If students leave, they will only be able to access the catering service from 12.45pm. They will not be allowed to continually leave and enter the building
 - Remain on site and go to the study room signing in as explained above. They will be able to access the catering service at 12.20pm.

For all exams students must be in the full uniform and must bring their lanyard.

Exam results will be released on Thursday 24 August at 8am. Students and parents are invited into school to collect their results from this time. In addition to the usual celebrations that occur this day is also our **Sixth Form enrolment day** and after collecting their results students will have the opportunity to enrol for their post-16 studies at HGS.

May I take this opportunity to wish all our students the very best of luck for their exams. I know they will work hard for them.

Yours faithfully,



Mr Richard Tipler

Deputy Headteacher