



## HECKMONDWIKE GRAMMAR SCHOOL

RGT/JDN

11 April 2024

Dear Y11 Students, Parents & Carers,

I am writing to you regarding the summer examinations in May & June 2024. 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. When we send out the timetables, we will also include a document called "External Examination Information for Candidates" and 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. On these days students need to be available for any exam if it is 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 6 June 2024 PM

Thursday 13 June 2024 PM

Wednesday 26 June 2024 Full Day

### Y11 Last Full Day in School

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 24 May but there is one exam on that day in the morning. There has been a long-standing tradition at HGS that on their last day year 11 "modify" their uniform and further details will be given in due course – however because there is a French Writing exam on this day **all** students should attend school wearing their uniform in the correct and usual manner and will only be allowed to modify their uniform from breaktime when the exam is completed. Any additional items that students want to add to their uniform should be brought with them and stored in their lockers until break time. Once students have completed the French Exam examination, we will celebrate their time at HGS with assemblies and other exciting activities and events, as they begin, in most cases, to look forward to their time in our Sixth Form.

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

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## Y11 Study Leave

After the half term, exams begin again on Monday 3 June and students will only be required to attend school for their examinations. This will be the start of their “study leave”.

In this event there will be three possible scenarios for examinations:

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 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 nor wander around the school building. They should remain in the allocated study rooms and will be allowed to use the SCR Canteen for their lunch.
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 students who have an exam in the afternoon can only arrive at school in the morning due to transport issues, they must arrive at school at the usual entrance in the junior yard but sign in at reception and go to the allocated study room. They will not be allowed to continually leave and enter the school building once they have signed in and they will not be allowed to wander around the school building. When the afternoon exam is completed; they will be free to leave the premises via the usual exits.
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 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 22 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,

A handwritten signature in black ink that reads "R. Tipler". The signature is written in a cursive style with a prominent initial "R".

Mr Richard Tipler  
Deputy Headteacher