

Shirebrook Academy

Principal: Lindsey Burgin BA (Hons) PGCE, MA
Chair of Governors: Mike McDermott
Executive Principal: Rebecca Hibberd BEd (Hons), MA
CEO: Rebecca Scutt BSc (Hons) PGCE



Vice Principals
Lindsay Ward BA (Hons) PGCE
Damian O'Reilly BA (Hons) NPQSL

Common Lane
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Friday 15th March 2024

Dear Parent/Carer

We would like to take this opportunity to issue some timely reminders as Year 11 have just completed their final week of Core Trial Exams.

In preparation for final exams, and in line with JCQ Guidance, please remember that students must not:

1. Become involved in any unfair or dishonest practice in any part of the exam.
If students are, this will be reported to the exam board. It may mean disqualification from all exams – not just the one where the infringement took place.
2. Talk to or disturb other people in any way once the exam has begun.
If students do so, the same process will come in to place as above.
3. Take to the exam desk any unauthorised equipment - for example:
 - Bags, coats etc.
 - Pencil cases (other than a clear plastic pencil case), notes etc.
 - Calculator cases & instruction leaflets
 - Food and bottles (other than clear, plastic bottles with labels removed)
 - Mobile telephones, any kind of watch, MP3 players, iPods, AirPods, earphones/earbuds or any other electronic devices

Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off. Students **MUST** hand in their mobile phone to staff on entry to the examination.

4. Impersonate another candidate
This is a criminal offence and is dealt with by the police. Students may be prosecuted in a court of law.

In addition to the above, students should aim to arrive at school 15 minutes prior to the start of an exam **AT THE LATEST**. It is much better to leave yourself plenty of time in case of problems with the journey. Students must also be wearing full, correct Academy uniform.

- Morning exams start at 9:00am
- Afternoon exams usually start at 1:30pm unless stated differently on individual exam timetables.



All adults in school have a responsibility to safeguard and promote the welfare of children.

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Should you require any further guidance, please do not hesitate to get in touch. You can also find lots of useful information by following the link below:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Thank you for your continued support.

James Edwards
Assistant Principal – Behaviour, Attitudes and Pastoral Care



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