



Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

Headteacher: Mr M Wignall

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Dear Parent/Carer

Internal school examinations for Year 10 are due to start on Tuesday 18 June and will end on 3 July. An exam timetable is included with this letter.

As the examinations are part of the assessment procedure used in school and, as such, are an important part of your child's education, it would therefore be of help to your son/daughter if you would consider some, if not all, of the following ways in which you too can offer support.

- Ensure that your son/daughter has a copy of the exam timetable.
- Encourage your son/daughter to plan a sensible programme of revision and make sure that he/she sticks to it.
- Where possible, provide a quiet area of him/her to revise in.
- If your son/daughter is unsure of any aspect of his/her revision, remind him/her to seek the help of a teacher at school.
- Encourage him/her to keep a good balance between learning and leisure.
- Remind your son/daughter that revising for exams does not involve eating or sleeping less.
- Check that he/she has the correct equipment for each day of the exams, including a spare pen and pencil in a clear pencil case.
- Try to ensure he/she has breakfast before coming to school.

More specifically, it is important for you to consider the following:

- a. If your son/daughter is absent for any exam, arrangements will be made for the exam to be taken as soon as possible after his/her return to school. Please let the school know as soon as possible of any absence through illness.
- b. Any pupil who breaks the examination code will be punished. Should this be the case, you will be informed.
- c. Remember – your son/daughter can only do his/her best.

Thank you and good luck!

Yours faithfully

Mr M Whitmore
Achievement Leader/Year 10

