

Memo

To: All students in Year 10, 11, 12 and 13
From: Kate Barnett and the Exams Office
Date: January 7, 2010
Re: Public Examinations – Adverse Weather Conditions

In the event of adverse weather affecting public examinations in the next few weeks, the following conditions will apply to students sitting external exams (these rules do not apply to GCSE mock examinations):

- The school will open for public exams even if the rest of the school remains shut, unless conditions are so extreme that local staff are unable to walk in to carry out invigilation and supervision duties. The school website will be updated if we decide that we are unable to open for exams.
- The Community Block will be heated as normal, essential pathways cleared and, if possible, hot and cold food and drinks will be available from the Dining Room.
- The Exam Boards have stated that if a student misses an exam in January because of the weather, they will simply have to sit the exam in June. No special consideration will be taken into account. There are, however, two exceptions to this rule. Some Year 14 girls are resitting exams in old specifications and these are not available after January 2010. Additionally, some Year 13 girls are resitting AS exams and will have their AS grades recertificated. In both of these cases the Exams Office will apply for special consideration and the Exam Boards may take this into account and give a grade based on the subject teacher's estimated grade. This however, cannot be guaranteed.
- The Exam Boards have also stated that the normal rules about late arrival to exams will apply. In other words, if a student arrives up to an hour late to the exam, they will be permitted to sit the exam for its full duration. A student who is over an hour late, or who arrives after an exam has already finished will not be permitted to sit the exam.

We understand that parents may have a difficult decision about whether their daughter should attend school under these circumstances, especially as public transport may not be operating and the school does not wish to risk students' safety. Given the ruling made by the Exam Boards we felt it was best to give girls the opportunity to sit their January exams wherever possible. Please let us know by ringing the Exams Office direct on 01789 208663 or emailing hallam.a1@we-learn.com if the school is closed and you are expected to attend for a public exam but are unable to do so.