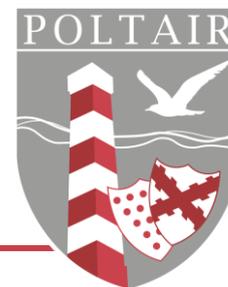


Poltair School
Trevarthian Road
St. Austell
Cornwall
PL25 4BZ

Headteacher: Mr Mark Everett



www.poltairschool.co.uk secretary@poltair.cornwall.sch.uk 01726 874520

19th March 2024

Dear Parent/Carer

Re: Summer Exam Timetable 2024

Your child has received an 'Exam Entry' copy of their exam timetable for the June (Summer) 2024 examination series today. A more detailed timetable will be issued after Easter that will also include rooming and seat numbers.

Please can you check the following on your child's entry timetable:

- Check they are entered for the correct subjects
- Check they are entered for the correct tier i.e. Foundation/Higher. If they are not sure students must check this with their subject teachers
- Check that the personal details at the top of the timetable are correct, as legal names will be printed on official Result Certificates

The awarding bodies publish strict guidelines for exam start times and supervision arrangements to ensure all students take exams at the same time wherever they are in the country or are supervised if a student has any exam clashes. The times stated on each candidate's exam timetable abide by these rules, maintain the integrity of the exam and avoid any potential malpractice. For this reason, students may have exams that finish after their normal transport leaves. Students will not be released from exams until the official end time (this may also include extra time if allocated), and therefore may need to find alternative transport arrangements. We do provide an enhancement bus at 4.20pm Tuesday to Friday, however, we understand this mode of transport is not suitable for all students. If you are aware of any potential transport issues, please contact Miss Dingwall in advance of any exam of concern, and we will endeavour to support.

Students are expected to attend school every day until their last exam. We have carefully designed their timetables after Easter, so they can revise and prepare ahead of each exam. If students are absent from a formal exam, unless there are exceptional circumstances and/or a valid medical reason (Doctor's note or medical evidence may be required) they will not be able to evidence the completion of the course, and therefore will not be certificated. We would therefore value your full support in ensuring the student's attendance at the time(s) stated. If a student is absent for a genuine medical reason the awarding body will decide if their absence qualifies for special consideration. If special consideration can be applied for, we will complete the application on behalf of the student, however, medical evidence will be required. Please be aware special consideration is only granted very rarely.

Results day for 2024 is on Thursday 22nd August 2024, and results can be collected by students from 9:00am until 11:00am in the Main Hall. They will be posted 1st class on the same day if students are unable to attend, please advise the school if any address or contact details change prior to the results day.

After all the students hard work during this year and their exemplary attitude towards their PPEs, we are all looking forward to a successful summer exam series. If you have any queries or questions regarding exams, please do not hesitate to contact me via exams@poltair.cornwall.sch.uk.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mrs Highton', with a long horizontal line extending to the right.

Mrs Highton
Exams Officer