

19 November 2012

Dear Parent/Guardian

Re: Mock Examinations 2012

I am writing to inform you of our intention to hold the Year 11 Mock Exams between Friday 30th November and Wednesday 12th December 2012.

Pupils will be informed in their year group assembly of the following procedures. These are to ensure the Mock Examination period runs as smoothly as possible for all pupils involved.

1. Morning exams start at 9am and pupils must arrive in school by 8.50am for registration as normal, afternoon exams start at 1pm, pupils must get their afternoon registration mark as normal.
2. Pupils are expected to bring any necessary specialist equipment with them e.g. scientific calculator as well as a pen, pencil and ruler.
3. Normal timetabled lessons will continue to run for pupils who are not included in the examination.
4. A copy of the Mock Exam timetable is included with this letter and can also be found on the school website www.croftonacademy.org.uk

Should you wish to discuss any of this information please do not hesitate to contact me at school and as this maybe my last contact with you before the end of term can I take this opportunity to wish you and your family a Merry Christmas and best wishes for the New Year.

Yours sincerely



Chris O'Brien
Year Group Manager

www.croftonacademy.org.uk
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