

27 March 2025

Dear Parent / Carer,

Re: Exam Timetable Summer 2025 (0100-24CPO)

Please find enclosed a copy of your child's personalised exam timetable for Summer 2025. The timetable is specific to your child and includes the date and times of all relevant GCSE and vocational examinations.

Pupils should now start to finalise their revision timetable. It is important for them to stagger revision based on their exam timetable and to use the revision techniques they have learned.

We have enclosed a copy of the JCQ national examination expectations for you to read with your child. Pupils must arrive on time for examinations wearing full school uniform, and with all relevant equipment. Mobile devices (including all watches) are not permitted in examinations under any circumstances. Failure to comply with JCQ regulations is likely to result in disqualification; it may also impact your child's eligibility to attend Year 11 prom.

There are strict regulations regarding absence from exams. Reasons for absence must be significant, and evidence would need to be submitted to us for consideration by the exam boards. Please visit our website to review [Exam Information](#) (via **Students > Exam Information**) – this includes guidance regarding special consideration.

Awarding bodies and JCQ have scheduled two contingency dates. One additional half-day contingency session on Wednesday 11th June 2025, and a full day on Wednesday 25th June 2025. Contingency days are designed to be used in the unlikely event of national or significant local disruption to exams. **Please do not book any holidays until after 25th June 2025.**

We kindly ask that you and your child check their exam timetable thoroughly. If you have any queries or concerns, please do not hesitate to contact me via T: 01325 380815 / E: cpotts@longfield.nalp.org.uk

Thank you for continuing to support and encourage pupils throughout this important period.

Yours sincerely,



Mrs C Potts
Exams Officer

Headteacher: Angela Sweeten

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