

19 April 2024

Dear Parents/Carers

Re: Examinations – Summer 2024 – Final Timetables and Information

Final examination timetables are being distributed today and early next week to all students in Years 11-13 who are sitting written examinations this summer. These final timetables are on gold coloured paper so please destroy any earlier copies you may have.

We strongly advise you to note the following points:

- If your child is unwell on the day of an examination, please advise the Exams team as soon as possible via exams@plume.essex.sch.uk or telephone 01621 879853.
- Please emphasise to your child the importance of arriving on time for their examinations – we recommend they arrive at their examination venue 15 minutes prior to the examination start time.
- Please check that your child brings all equipment needed for their examinations in a clear pencil case. A black pen (and a spare) is required for all examinations. Students should remember to bring a calculator with them to those examinations where they are required.
- We advise students to bring a drink of water with them to all examinations. Please note that containers must be made of clear plastic with no marking and any labels removed.
- If your child travels home by a school bus, please note that on certain days, examinations will finish after 3.10 pm. We therefore advise you to make alternative arrangements for your child if an afternoon examination is longer than 90 minutes' duration.

For those students who have a clash of examinations, a letter, on blue paper, explaining the necessary arrangements will be attached to their timetable.

I would recommend that, if not already done so, your child familiarises themselves with the Joint Council for Qualifications 'Information for Candidates' documents which can be found on the Plume Academy website under <https://www.plume.essex.sch.uk/exams-information>.

If you have any queries regarding your child's examinations, please do not hesitate to contact me via exams@plume.essex.sch.uk.

Best wishes to all students in their forthcoming examinations.

Yours sincerely



Mrs B J Chittock
Examinations Officer