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Date: 27 June 2023

Dear Parents/Guardians,

Mock Exams – Message from Mrs Anderson

I hope this letter finds you well. As we progress through the mock examination period for our Year 10 students, it has come to our attention that many students have been forgetting the essential equipment required for their exams. I am writing to emphasise the utmost importance of ensuring that your child is properly equipped with the necessary tools for success.

The mock exams serve as a crucial assessment of our students' progress and readiness for their upcoming final examinations. It is imperative that they have the correct equipment readily available to maximise their potential and enable them to perform to the best of their abilities.

Regrettably, we have observed that a significant number of students have been arriving at exams without the essential equipment. This includes items such as a black pen, pencil, ruler, and calculator. These tools are not mere conveniences; they are essential for your child to effectively complete their exams and present their knowledge and understanding.

A black pen is a mandatory requirement for all written responses. It is important for students to use black ink to ensure their work is legible and can be assessed accurately. Furthermore, it is advisable for students to have a spare black pen in case of any unforeseen circumstances, such as ink running out.

A pencil is necessary for tasks that require diagrams, graphs, or rough work. Students may need to make calculations or sketch diagrams in subjects such as Mathematics, Science, or Design and Technology. Having a pencil readily available will enable them to complete these tasks with precision. A ruler is indispensable for neat and precise diagrammatical work. It is particularly important in subjects that require graphical representations, such as Mathematics, Physics, and Design and Technology. A ruler ensures that lines are straight, measurements are accurate, and answers are presented in an organised manner.

For subjects involving mathematical calculations, a calculator is indispensable. Students should have a reliable calculator that adheres to the examination board's guidelines for each specific subject. It is crucial that they are familiar with its functions and know how to use it effectively during exams. We kindly request your immediate assistance in reinforcing the importance of having the correct equipment for exams with your child. Please take the time to check their school bag or pencil case, and ensure they have all the necessary items. Remind them of the significance of being prepared and responsible, and the impact that having the right tools can have on their performance.

We understand that oversight can happen, but we believe that together, we can rectify this situation. We appreciate your cooperation and support in ensuring that your child is well-prepared for their remaining mock exams and future assessments.

If you have any concerns or questions regarding the mock exams or the required equipment, please do not hesitate to contact us. We are here to provide any assistance and guidance needed to support your child's examination preparations.

Thank you for your immediate attention to this matter. Together, we can empower our students to reach their full potential.

Yours sincerely,

Anne-Marie Anderson
Deputy Headteacher