

Dear Family

External Examinations

Tuesday 6 May to Wednesday 25 June 2025

With the Summer 2025 examination season getting closer, I wanted to take this opportunity to write to you and remind you of some key information.

Students need to be available up to and including Wednesday 25 June as this is the calendared contingency day for this summer's examination series. The contingency day is included to allow for any local or national exceptional event that may mean that an examination needs to be rescheduled.

The Department for Education no longer allows us to grant students study leave at the beginning of the examination series. Research shows that students achieve better remaining in the academy accessing a structured programme of revision run by their teachers. We have put together a timetable of additional 'booster' revision sessions just before most examinations in addition to students' normal lessons. These sessions will take place session 7 the day before a morning examination, or session 4 on the same day of an afternoon examination. Students should also ensure they have independent revision materials for any lessons where the course may have already finished, or where they have sat all the examinations in that subject.

Students need to be in the academy every day during the examination period and no appointments should be booked during the academy day, unless it is for exceptional circumstances, and certainly not during an examination. Students will only be allowed to leave site if we see copies of appointment letters, these can be electronic copies if necessary. If a student has an afternoon examination, they will be allowed to leave site once it is finished.

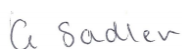
The examination timetable is fixed by the awarding bodies and no examinations can be changed or altered so your child must ensure they know when and where their examinations are taking place. Students and families have received a hard copy of their individual timetable.

If your child is running late then please ensure that you contact the academy and let us know. Students who arrive late for examinations will be allowed to sit the examination and they will be expected to stay for the whole length of the examination. This will require them to stay in the examination hall after everyone else is finished. We will report the lateness to the awarding body, and they will decide whether or not to mark the paper.

We recognise that this is a stressful time for students and their families and there is additional support and guidance available [here](#) on our academy website. I have also enclosed a copy of your child's examination timetable.

If you have any questions regarding the upcoming examination period, then please contact either Mrs Hall (Examinations Officer) or Miss Allen (Head of Year 11) through the normal communication channels; either by e-mail using info@tca.shirelandcat.net or by telephone on 01384 987973.

Yours sincerely



Mrs G Sadler - Vice Principal