



THE PRIORY ACADEMY

LSST

April 2025

Dear Parents and Carers of Year 11 Students

Y11 GCSE Examination Arrangements

Thank you for all your support so far in helping prepare your child for their GCSE examinations. As we now begin the formal examination season, please see some key details to support with the examination process over the next few weeks.

Timetables

The formal summer examination season begins on Thursday 8th May 2025, although examinations for practical subjects such as Art, Drama and speaking examinations for MFL will have already taken place before this date. The final GCSE date is Wednesday 25th June 2025 (contingency day). Each student has already been issued an individual copy of their summer examination timetable. However, a final timetable will be issued to all students the week commencing 28th April 2025, to take into account any final amendments and to confirm seat numbers for each examination. A copy of the master timetable for all GCE examinations can be found on the website here:

[Examination Information.](#)

Examination Day Information

It is vital that students are prompt for the start of both morning and afternoon examinations and arrangements have been made to ensure the security of personal belongings. Morning examinations start at 9.00am and afternoon examinations start at 1.00pm but students need to arrive at least 15 minutes before the start time. It can disrupt other students if a candidate walks in late and the student in question will not enter the examination in a calm frame of mind to achieve their best. Please be assured even if a student is late, we would never stop them from entering an examination. However, if the student is more than one hour late this would have to be reported to the awarding body, who will make the decision as to whether they will accept the paper.

If your child is unwell on the morning of the examination, please contact the Academy as early as possible in the morning to discuss the options. Ask to speak to either the Examinations Department or the Head of Year/Pastoral Manager to ensure that we are aware of the situation.

Morning examination support

For all the morning examinations we are offering all students the opportunity to have a quiet space to settle before school. The KS3 canteen will be open to them from 8am and there will also be teaching staff on hand providing some key tips and final advice for the examination. Form time will take place as normal from 8.30am.

Headteacher: Mrs J Hopkinson

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The Priory Academy LSST is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O' Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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Attendance/Study Leave

Following the system established for several years pre-Covid there is no period of Study Leave. Students are expected to attend all lessons, which continue for all subjects up to the last examination. In lessons where students have already taken the examination for that particular subject, they will obviously be able to revise for any forthcoming examinations in different subjects. After May half term (week beginning 2nd June) there will be an alternative timetable for Year 11 students to follow for some periods of each day, led by subject specialist staff where we can, in order to make final revision preparations for an examination on the following day. This will be sent out to all students and parents in the next few weeks.

If students do genuinely need to leave the site following an examination or are not in the Academy on a particular day, please continue to follow the usual absence procedures through a 'phone call to main reception or an email to Mrs Yeates, the Year 11 Pastoral Manager – kyeates@prioryacademies.co.uk

Once your child has completed all their examinations they no longer need to attend. Upon completion of examinations please can students return any textbooks or resources that had been provided by the Academy. There will be areas around the examination venues to drop off textbooks. We would also be very grateful if any uniform that is in good condition, and is no longer required, could be donated to the Academy to be made available for other students. Again, areas will be identified where this uniform can be dropped off. Please be aware that throughout the examination period full academy uniform remains compulsory.

Malpractice Regulations

Although we would not wish to think that any of our students would resort to cheating, we feel it is important that we make you aware of the consequences if this happens. The examination boards take the integrity and security of examinations extremely seriously and we are obliged to report any offences to them immediately. Students will be reminded what constitutes malpractice and what the consequences will be before the start of the examination period. Sanctions range from a formal awarding body warning to disqualification from a paper, but if thought serious enough they could lose all marks for every examination under that awarding board and would have to wait the entire year to be able to retake the examination. Staff will remind students of the procedures and undertake checks to reduce the risk of banned items being taken into the examination hall. The most typical offence is taking a mobile phone into the examination room and, when prompted at the beginning of the examination, fail to hand it in. All watches also now fall into this category, but include any technology that connects to the internet. All students are also reminded that defacing of papers in any way may result in the examination board refusing to mark the paper and a 'No Result' being returned for that unit. Further information from Ofqual in the form of a Student Information guide is also [here](#).

Contingency Day Information

As in previous years the examination boards have imposed contingency sessions in the examination calendar for GCSE and GCE examinations. This is in case of any national disruption occurring during the examination season effecting examinations on a particular day. Any effected examinations will be rescheduled for the afternoon of 11th June or the day of 25th June 2025. Awarding bodies will not accept holiday as an acceptable reason for absence. Therefore, all students sitting examinations should be available on those dates. The decision to reschedule an examination will be made nationally by the awarding bodies and not by an individual school or centre and therefore should not be considered a catch-up session for an individual student.

Year 11 Leavers' Assembly

Tradition dictates that we have a Leavers' Assembly where the students can come in, say farewells, sign shirts, and share some of our most memorable moments over the years. As you can appreciate, trying to organise this

around the examination period has been quite difficult, but we have finally chosen the morning of **Thursday 19th June 2025** for this to take place.

We understand that most of the students will have finished their examinations at this point and may have prior commitments. For those attending we expect them to arrive in school from 8.20am and to make their way to the Old Hall. Students do not have to wear academy uniform but may bring an academy shirt in for signing. Due to the timing and nature of the event please can all cyclists bring their bike to the bike sheds outside the canteen. There will be an assembly followed by music, shirt signing as well as refreshments. We aim to finish at 10:00am and expect all students to leave the Academy via the Cross O'Cliff Hill exit; as there are lessons going on we cannot make allowances for this.

We only have two expectations for the event: that students arrive in non-school uniform and bring a shirt for signing; and that the students enjoy themselves in a manner that is befitting of their time as a Priory student, in the Priory Way. We hope that they will be able to enjoy themselves in an appropriate manner but any behaviour that falls below the expected standards may see their place at the Prom being withdrawn. We do hope that we do not need to resort to such a sanction.

Year 11 Prom

The event will take place on **Friday 4th July 2025** at The Doubletree Hilton Hotel on the Brayford Wharf. Arrival will be from 6:30pm and the main meal will be served from around 7.00pm. The evening will finish at 11.00pm. We would like this evening to be enjoyable for all students and staff involved and we expect all attendees to observe the Priory Ethos of *Courage and Courtesy*. Please be aware that if students are not meeting the expected standards, it may be necessary to arrange for them to be collected.

Please can any final payments of **£44.00** be made using Parent Pay by **Friday 9th May 2025**

Results Information

Examination results will be sent to the student's academy email from 8am on Thursday 21st August 2025.

Students will also be able to collect their results in person between 8am and 11am. Further guidance will be sent out about results day in due course.

There will be staff present in the Academy on results day to offer advice for students who may need additional support and guidance on reviews of marking or progression to the next stage. Staff will also be available to deal with any sixth form queries and option changes needed.

Many thanks for your ongoing support and we wish all Year 11 students the very best for the upcoming examinations. If you have any questions, please do not hesitate to contact the Year 11 team.

Yours faithfully



Mrs E Mellor
Assistant Headteacher



Miss H Smith
Head of Year 11