

10<sup>th</sup> December 2021



**Southfields  
Academy**

Dear Parent or Carer

Re: January Vocational Examinations

Please find attached a copy of the external examinations taking place next half term. Your child has been preparing to sit one or more of these exams.

Please encourage your child to prepare thoroughly for their exam(s) and remind them of the following points:

- Students must be on time for examinations, or they may not be permitted to sit them.
- For morning exams, students are required to register with their tutor at 8.20am and line up for the examination in the playground at 8.35am.
- For afternoon exams, students will be released early from their period 4 lesson for a break and will be expected to line up for the exam by 1pm.
- Students must wear dress code/uniform to examinations
- Students will be expected to wear a face mask when entering and leaving the exam hall, and if they need to call an invigilator to their desk.
- Students are responsible for bringing all equipment necessary for the examination (including 2 black pens, pencils, rubber, ruler and calculator or other equipment required) in a clear plastic pencil case.
- Mobile phones, electronic devices and watches are not permitted in the examination. Students who bring them in, will be required to turn them off and leave them in their school bag.

Also included with this letter is a copy of the regulations and guidance for written examinations, which your son or daughter must familiarise themselves with.

I hope that your child will take this opportunity to do their best and achieve well.

Thank you for your support.

Yours sincerely

Karen Frusciante  
Assistant Headteacher

**Principal:  
Ms Jacqueline Valin**

**Headteacher:  
Ms Wanda Golinska**

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