



21 November 2023

Dear Parent/Guardian

Internal School Examinations for Years 8 – 12 are taking place from Monday 27 November to Friday 1 December 2023. Your child will be given a timetable of their examinations and a copy is attached.

Exams will not be held on Wednesday 29 November. Further details in relation to arrangements for Wednesday 29 are listed below.

Pupils in Years 8-10 are required to be in school as normal each day. Pupils in Years 8 to 10 will have a PE session scheduled during the week and should bring their PE kit on this day.

Year 11 and 12 pupils should only attend for their sessions. Year 11 and Year 12 pupils must sign in at the office when they arrive in school and should arrive 15 minutes before their exam is due to start. Between exam sessions, students will use the Careers Room (G36) for quiet study. They may leave once all their sessions are completed for the day and should continue personal study at home. Pupils leaving school must sign out at the office before they go.

We ask that you reinforce the significance of these examinations and encourage good habits of personal study at home in preparation. This is particularly important for pupils in Years 10 – 12, whose grades are closely monitored as indicators of performance, used in reviewing GCSE subject choices and for identifying students who need additional support and intervention programmes.

School will finish early at 12.00 noon on Friday 1 December. Pupils can pre-order a packed lunch from the canteen on Thursday. Transport arrangements for early closure on Friday as follows (from Translink website):

Pupils from Newtownards will be able to get the school bus at 12.00 in the school grounds.

Comber (Cemetery) to Dundonald at 12.15 (Service 511)

Comber (Cemetery) to Killinchy/Killyleagh at 12.40 (Service 511)

Comber (Killinchy Street) to Ballygowan at 13.45 (Service 5b)

Strike Action – Wednesday 29 November

When a strike takes place, those taking strike action stop work and withdraw their labour. Teachers involved in the action will, therefore, not teach their classes or undertake any other duties before 12.00 noon on the strike day. **Due to this action, the College will be closed until 12 noon on Wednesday 29 November.**

As on-site supervision will not be in place, pupils should aim to arrive to the College no earlier than 12pm. Pupils should go to their form room for registration from 12-12.20pm, after which they will follow a timetable for supervised study. This will provide students with some revision time mid-week to help prepare for examinations. Lunch will be at the normal time.

We appreciate the disruption this will cause, however the College must take into account the health and safety of all and it is not possible to operate safely during the strike action.

Normal timetable will resume for all pupils on Monday 4 December.

Thank you for your continued support and co-operation.

Mr S. Cowden
Coordinator for Assessment and Reporting