



Winterton Community Academy

Newport Drive, Winterton, Scunthorpe, North Lincolnshire, DN15 9QD

Telephone: (01724) 732777

email: reception@wintertonca.com

Headteacher – Mr K Rowlands

Ref: GCSE info/ RFE/ AW

2nd May 2024

Dear Parent / Carer,

Ahead of the Year 11 GCSE's we would like to remind you of the process if your child has a problem arriving at school on time for their exam or is unwell.

Any candidates who are running late for an exam should contact the academy **by 8am for a morning exam and by 12pm for an afternoon exam**, on 01724 732777. You may also email Mrs Walker our exams officer: walker.a@wintertonca.com

You must advise why you are going to be late and give your expected time of arrival. All candidates who arrive late must report to reception and wait to be escorted by a member of staff, as instructed by the exams officer.

Students must attend **ALL** of the exams that are on their timetable. Mis-reading a timetable will not be accepted as a satisfactory explanation for absence. If a student does not turn up for an exam you will receive an invoice for the entry fee for the missed exam. If they are ill and cannot take the exam you **MUST** telephone the academy on 01724 732777 immediately and speak to reception asking them to inform Mrs Walker the exams officer. You may leave a message if you call out of school hours, but please endeavour to speak to someone asap to ensure the message has been received. You **MUST** also provide a medical certificate / letter from your doctor within 3 days of the exam that has been missed. If you do not have a genuine reason for missing an exam you will be charged for that exam.

Please can students all arrive prepared for their exams with the correct equipment: 2 black pens (non-clicking type) and a pencil and scientific calculator (where required). Students are allowed to bring a drink of water in a clear bottle (preferably with a flip style lid) into the exam hall, all labels must be removed.

If you have any questions at all relating to the exams please don't hesitate to contact Mrs Walker.

I would like to take this opportunity to wish our students the very best for the exam season, and thank you all for your support. Through their hard work and dedication, they have laid the foundations for success.

Kind regards,

R.C Featherstone
Deputy Headteacher