



# MAIDEN ERLEGH

CHILTERN EDGE

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Dear Parent/Guardian

## End of the Year Procedures

As we approach the start of the formal exams period, please find information below regarding Year 11 Last Day and GCSE Results Day. A further communication regarding Prom will follow later this week.

## Exam Days

A reminder that students must be on time for their exams; lateness can cause disqualification from a paper. **Morning exams** will start by **9am**. Students should be in school by 8.40am and will line up in the quad to be registered. **Afternoon exams** will start at **1pm**. Students should make their way to the exam hall by 12.50pm. Where there are afternoon exams the canteen will be available from 12.30pm.

If your son/daughter is going to be late, please let the school know so we can make the necessary accommodations. If your son/daughter is unwell and unable to attend on the day of an exam please let Exams Officer, Mrs Reilly ([h.reilly@maidenerleghtrust.org](mailto:h.reilly@maidenerleghtrust.org)) know as a matter of urgency. Please note, there are no re-sit opportunities in the exam period and in order to apply for special consideration for a missed paper, evidence will be required.

Students have had lots of practice at completing assessments under examination conditions. To avoid potential malpractice and disqualification, students must remember that:

- No communication with other candidates once they have entered the exam room
- No phones, earpods or watches allowed in the exam room
- Water is allowed – it must be in a clear bottle
- Bring all necessary equipment with them and nothing else should be in pencil cases
- If a calculator is allowed in the exam, students should not take the lid in.
- School uniform must be worn

## Year 11 Last Day and Revision Provision

Over the next 2 weeks the normal Y11 timetable will continue to run. There will be some additional subject-focused sessions in place to support final preparations. Students have been given details of these today.

We will be holding our traditional Last Day celebrations on **Thursday 15 May** from 11.30am. All of Year 11 will be sitting the Maths paper that morning and the celebrations will commence at the completion of this paper.



Aim High



Be Inclusive



Work Together

During the celebration event there will be an opportunity for students to sign shirts, take photos as well as reminisce over their time at MECE with their friends. As part of the celebration there will be an assembly coordinated by Miss Cheeseman, Head of Year. Students will leave site around 1pm.

From **Friday 16 May**, students are only expected to attend school for exam sessions and the Y11 timetable will be suspended. When on site students are expected to continue to meet behaviour and uniform expectations. If arriving or leaving site outside the start and end of the day it is imperative they sign in/out at reception. Any student who wishes to revise at school during the exam period can take advantage of the supervised study space that will be available throughout the exam period.

A programme of optional revision workshops will be taking place between **16 May and Half Term** (in the first instance) – students are encouraged to attend to support their exam preparations. Many of these will run “hybrid” to accommodate students joining from home. Further details will be shared with students via Google Classroom. Details for provision over Half Term and in the weeks after will be shared in due course.

## GCSE Results

GCSE results day this year will be on **Thursday 21 August 2025** and we are planning to offer students two methods of collection for results this year:

1. Collection from school – Students who opt for this option will be able to collect their results in person from the school site, between 10.00am and 11.30am. **We will not release results to third parties under any other circumstances.**
2. Email – Students unable to attend results collection on the 21 August can request they are emailed to them. This will take place from 10am on 21 August and will receive the hard copy results in the post in the days following. These emails will be sent to the student’s **school email address** unless the student has already sent a signed letter/email stating they wish an alternative address to be used (e.g. parent).

In order to support students with post-16 choices members of the Senior Leadership Team will be available on results day. There will also be access to the careers advisory service on the day to provide independent advice to students during the results period. Details of the availability will follow closer to the time.

## Appeals Process and Deadlines

Following Results Day in August students can opt to view their papers and/or conduct a review of the marking. There are costs associated with the latter of these processes – details of which will be in the results envelope on Results Day.

Students should be aware that if they enter into the appeals process, their **grade could go down, up or stay the same.**

## Examinations Section of the Website

In line with JCQ guidance, we have updated the Examinations section of the website with current details and policies. In particular, please note that the Information for Candidates section contains all the most recent JCQ information and that the Examination Policies and Procedures section



has all our most recent school policies. You can also find a copy of the generic exam timetable. Students have access to their personalised copies in their BromCom student app. The Examinations section of the website can be found [here](#).

### **Certificates**

GCSE certificates will be issued at the annual Presentation evening, which is held at school in November (*provisionally Thursday 27 November*). Further information, including invitations, will be issued closer to the date. The evening will be a school wide celebration as well as an opportunity for the current Year 11 to formally mark the end of their time with the school. Any certificates not collected on this occasion can be collected from reception by making an appointment with the Exams Officer.

Yours sincerely



Emma Bliss  
Headteacher

