



1 May 2025

Dear Parent/Guardian

As GCSE examinations approach, experience has shown that once courses finish it is much better for pupils to make final preparations at home for their examinations. I wish to confirm that today is the final school day for Year 12 pupils. It is important that pupils make the most of this opportunity and spend their time wisely.

CCEA have recently published an excellent guide for pupils in preparation for examinations. I would encourage all pupils and parents to take time to read through the excellent advice and guidance it contains:

https://ccea.org.uk/downloads/docs/ccea-asset/Examinations/Preparing%20for%20Exams%20-%20A%20%26%2039%3Bhow%20to%26%2039%3B%20guide%20for%20students_3.pdf

Please note staff are available in school and are always happy to assist pupils and should a pupil wish to attend school to revise this can be arranged. School policy is that pupils coming into school **must wear school uniform** and this is also the case when attending to sit examinations. Pupils must follow the instructions of the Chief Invigilator during the examinations and any infringement of the examination rules will be viewed seriously. Please assist us by ensuring that your son/daughter arrives at least **20 minutes** before the start of the examination on the **appropriate day** and that he/she has everything necessary for that day's examination(s). If your son/daughter is going to be late or absent for an examination due to circumstances beyond their control, the **school office must be informed immediately** and the **pupil should report directly to the examination venue upon arrival to school**. Please note, the examination authorities may not accept scripts from those candidates who are very late.

Pupils **must not have a mobile phone or watch** in their possession in the examination hall. Our instruction is that mobile phones **must not** be brought to school on examination days. Serious penalties will be imposed by the Examination Board where pupils are found in possession of a mobile phone (**whether switched on or off**), the regulations **will** result in **disqualification** from the examination.

Pupils have been issued with their examination timetable and have received an assembly presentation from Mr Hanlon, Examinations Officer, which gave an overview of examination regulations and arrangements. This presentation also provided information on the procedure for applying for special consideration should a pupil experience an illness, injury or traumatic event which affects their performance in the examinations. Please find a link to the presentation below:

<http://www.banbridgeacademy.org.uk/wp-content/uploads/2025/04/Public-Exams-Assembly-Summer-2025.pdf>

Results from all examination boards will be issued in school on **Thursday 21 August from 9.15am**. It is **important, however, that if results are to be posted out to pupils, a stamped addressed envelope is left in the school office for this purpose.** Alternatively, a written request may be submitted to the Examinations Officer to arrange for parents or other designated individuals to collect the results. Owing to the **confidential nature of these results it is school policy not to release examination results by telephone.** We strongly urge pupils to collect their examination results in person as it is vital that they also confirm their Year 13 Subject Choice at that stage. Staff will be available in school to offer advice and guidance should this be necessary.



At the end of the examinations, pupils must return all text books to the appropriate department. Your co-operation in ensuring that this is done would be greatly appreciated. As textbooks are very expensive items to replace it is essential that all pupils return individual copies, following the guidelines issued by each department. Parents will be asked to pay for textbooks which are not returned or indeed for those which are returned in very poor condition.

During the examination period, should a parent or pupil need to speak to a member of the examinations team about any issues, queries can be forwarded directly via email to examqueries@banbridgeacademy.org.uk.

Finally, I wish your son/daughter every success in the coming months and I sincerely hope that their results in August reflect their commitment and effort.

Yours sincerely

R S McLoughlin OBE
Principal