



# The Arnewood School

11-19 Academy

**Working Together - Shaping Tomorrow**

Gore Road  
New Milton  
Hampshire  
BH25 6RS

Tel: 01425 625400  
Fax: 01425 625425

Email: [enquiries@arnewood.hants.sch.uk](mailto:enquiries@arnewood.hants.sch.uk)  
[www.arnewood.hants.sch.uk](http://www.arnewood.hants.sch.uk)

9<sup>th</sup> March 2020

Dear Parent/Carer

## Re: Examination Season – Summer 2020

The examination season is getting closer, and we are aware that you will wish to plan for it. To help with this, please note the following information and then complete and return the reply slip on the reverse of this letter to your child's tutor.

- Exam timetables – your child's examination timetable is now ready. It has been sent to the email address we have registered for you, and also to their Arnewood email account. For students to log in to their email account, please go to [www.office.com](http://www.office.com), and the email address will be their `username@arnewood.hants.sch.uk`. Their user number and password will be the same that they use to log on to the school network.
- If your child is known by a name that is different from their legal name, it is important to realise that all examination paperwork, including the exam certificates will be printed with your child's legal forename and surname. If you wish the certificates to show the preferred name, Ms White must receive official documentation showing the change of name by 1<sup>st</sup> July.
- If your timetable shows a clash (i.e. two exams on at the same time), please speak to Ms White. She will explain to you what will happen. Please note that on these days, you must bring in a packed lunch as you will remain with the examination office with no access to electronic items until the end of the final exam that day.
- All of the following are accessible from the school website ([www.arnewood.hants.sch.uk](http://www.arnewood.hants.sch.uk)):
  - Under *Academic* then *Exams* there is a range of information that students should read, including
    - Exam guidelines – this is a list of the key information your child will need when sitting the exams. It includes the necessary equipment as well as behaviour. Please ensure they have read it before the first examination.
    - Exam newsletter – this gives other useful information including what to do if you have an examination clash, are ill or not sure what to do on arrival. It also gives information on picking up the results in summer.



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- The school firefly website has a range of resources on revision styles under *Year Group*, then *Year 11*.
- Arnewood school is charged to enter pupils for each examination. Should your child fail to complete the required coursework or fail to attend any part of any examination, you may incur a fee which is usually around £35 per paper sat.

I ask that you check the timetable carefully and confirm that all of the subjects you expect to be examined in are present. Please note that BTEC examinations will not be on this timetable and you will be advised of these shortly. When you are satisfied that this is correct, can you and your child please sign the reply slip and return to your child's tutor.

If you have any questions regarding the examination season, please do not hesitate to contact me at [j.hutson@arnewood.hants.sch.uk](mailto:j.hutson@arnewood.hants.sch.uk) or the examinations officer at [j.white@arnewood.hants.sch.uk](mailto:j.white@arnewood.hants.sch.uk).

Yours faithfully

J. Hutson  
Assistant Headteacher

REC Letters 19/20, Year 11

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**Reply slip- Please return to your tutor by Friday 20<sup>th</sup> March 2020**

Name..... Tutor.....

I confirm that:

- I have received the examination timetable for my child, and we have confirmed that the timetable is correct.
- I understand that I may be charged should my child fail to complete the required coursework or fail to attend any part of an examination they are required to sit.

Parental Signature..... Date.....

Student Signature..... Date.....