



27th April 2026

Dear Parent/Carer,

**Re: Year 10, 11, 12 and 13 Public Exams - May and June 2026**

I hope this letter finds you well. This letter provides crucial information regarding the forthcoming Year 10-13 public examination period.

Given the density of information in this letter, I have separated it into 3 sections:

1. Exam Information (including JCQ Guidance and Regulation)
2. Curriculum Time
3. Student Wellbeing

**Exam Information/ Regulatory Guidance**

**a. Exam Timetables**

All students have been provided with a hard copy of their personalised exam timetable.

It is imperative that students do not misplace this timetable. It is the responsibility of students to ensure that they know when all exams are, and what their seat number is (this is printed on their timetable).

We recently attached the master exam timetable to the school newsletter, and include the link to the published timetable here:  
<https://www.cws-croydon.co.uk/page/?title=Timetable+2025&pid=83>

As per communications previously in the year, we politely remind you that **Wednesday 24 June 2026** is the national exams contingency date. All students must be available on this date, in the event that exams are rescheduled due to national or local disruption which impacts public exams taking place.

**b. JCQ Regulations**

We remind you that students are responsible for following all regulations as outlined by JCQ (Joint Council for Qualifications). Whilst students are familiar with these regulations, please take this final opportunity to review and discuss the importance of these with your child.

Regulations can be accessed here: [JCQ Regulations](#).

### **c. Exam Conditions**

Students must remain under exam conditions for the entire duration of each exam. This includes entering and exiting the exam hall. They will not be allowed to leave the exam unless it's an emergency or they have a medical condition. Students are expected to remain in the exam hall for the duration of their paper and will not be permitted to leave early.

Students must use the toilet before they enter the exam room. Trips to the toilet during exams are permitted only in exceptional circumstances (unless a student has a preexisting toilet pass)..

No foods, including sweets and chewing gum, are permitted in any examination. Students may bring in a small bottle of water. The bottle must be clear plastic (not coloured) and be free of labels, branding and words. No other drinks are allowed.

### **d. Equipment**

Please ensure that your child has the appropriate equipment for their exams and sufficient spares.

- Students can **only use** black ink pens; they **cannot** use blue pens.
- Gel pens, erasable pens and correcting fluid are not allowed.
- Highlighters may be used in questions, but never in answers.
- Calculators must meet the awarding bodies' regulations. Any covers and instruction leaflets should be removed and placed under your desk. Any stored data must be cleared from the calculator's memory before the exam begins. Graphics calculators and those with a USB port are not permitted.
- Equipment must be in a clear pencil case or clear plastic bag.

As with all mock examination seasons, the school will not provide students with spare or replacement equipment.

### **e. Prohibited Items**

Under **no circumstances** are students allowed to take into the exam room a mobile phone, iPods, MP3/4 players, any kind of watch including wrist watches, iWatches, smart watches, any potential technological/web enabled sources of information, any electronic communication/storage device or digital facility.

It **does not matter** whether the device is switched on or not – you are forbidden to have these items in the exam room. Failure to comply with this will result in your papers not being marked.

Unnecessary or prohibited items should be left at home or stored in lockers.

#### **f. Uniform**

Full school uniform must be worn by all students in Year 11 or below. HRF kit must not be worn. Students **will not** be allowed to enter the exam unless they are in academic Coombe Wood School uniform. Should Year 10 or 11 students have HRF or practical Drama on exam days, those lessons will be adapted so that students can participate whilst wearing academic uniform.

Normal dress codes apply to sixth formers. Sixth form lanyards should be placed on the floor under your desk.

No coats or bags are allowed in the exam room. Form tutors and invigilators will instruct students as to which room their bag/coat should be left in.

#### **g. Lateness**

Leave plenty of time for your journey to school. You cannot be late to exams. If you are late, you are at significant risk of being disallowed entry to the exam.

If you arrive later than the scheduled start time of the exam, you will need to speak to the exams officer and explain your lateness. Late candidates will be allowed to sit the exam at the centre's discretion; this means that we cannot guarantee you entrance to the examination if you're late. If late candidates are permitted to enter the exam, their lateness will be reported to the exam board who **may decide** not to accept the paper for marking.

Late candidates must make sure they do not have any prohibited items on them and comply with the regulations of the exam. Any prohibited items should be given to the invigilator at the door of the exam room.

#### **h. Illness**

Public exams take place at set times and cannot be rescheduled: your child must attend at the scheduled time and date.

If your child is genuinely too ill to attend their exam, you must notify the school office first thing in the morning and provide the exams office with medical evidence from your doctor. Please note: a note from parents/carers will not be accepted by the exam boards as evidence. If you feel ill immediately before or during the exam, please make sure you report this to the invigilator at the time so it can be noted.

### **Curriculum Time**

#### **a. KS5 Curriculum**

From Monday 12th May, Guided Learning Time is optional for Year 13s (students can study at home during these periods). PS1 is available for students to study during period 1- period 6 each day. A Level Art and BTEC Sport Lessons are on until further notice.

KS5 students are expected to attend A levels lessons in their subject areas until the final exam in that subject has taken place (please refer to Mr Brack's last communication home on 20th April for further details).

### **b. KS4 Curriculum: Year 11**

Year 11 students will move to **'Exit Timetables'** as of Tuesday 5th May. Exit timetables are bespoke to each child and essentially overwrite their normal timetable, since they:

- show when public exams are (in the format of the school day).
- provide each student with an additional booster session for each forthcoming exam (during the school day).
- provide each student with an additional warm up session immediately before their exam.

During the exam season, Year 11 will be given new Exit timetables every week, reflecting the forthcoming set of boosters, warm ups and exams.

We will be running the Exit timetable up to, and including the last exam or booster session that students have on Wednesday 10th June. After this, students are only expected to attend school for their booster sessions, warm up and exams. Should students wish to continue attending school as normal until their exams finish, they are naturally welcome to do this.

### **c. KS4 Curriculum: Year 10**

Year 10 will be told, via tutor, when Religious Studies booster sessions are. There are no other adaptations to the Year 10 curriculum.

### **Student Wellbeing**

We recognise that the exam period is exciting and stimulating for students, giving them an opportunity to showcase everything that they have learnt whilst at CWS. However, we also appreciate that exam season presents additional challenges for our young people. We continue to provide the same pastoral support for your child throughout the exam season, and would like to remind that the following remain open to you and your child throughout the entire exam period:

- Head of Year and tutor available via email, as a first point of contact
- Additional booster sessions provided by subject specialists
- Workzone for supervised revision after school (KS4)
- PSI available for silent additional revision from period 1 to period 6 (KS5)
- 'I Want to Talk' available via the school website:  
<https://www.cws-croydon.co.uk/form/?pid=23&form=16>

- A list of recommended safeguarding and well-being resources available via the school website:  
<https://www.cws-croydon.co.uk/page/?title=Safeguarding+Contacts&pid=65>
- A list of alternative 3rd part support organisations:  
<https://www.cws-croydon.co.uk/page/?title=Exam+Wellbeing+Support&pid=87>

Finally, please accept our sincere thanks for the hard work and support that you as families have undoubtedly given your child throughout the year. We wish your child every success in the forthcoming exam period and look forward to sharing results with them in due course.

Please do not hesitate to contact us if you have any questions about the public exam period. Your continued involvement is vital in ensuring our students' success

Yours sincerely,



Ms J Donohue  
Deputy Headteacher

Ms N. Williams, Headteacher

Coombe Wood School, 30 Melville Ave, Croydon, CR2 7HY