

27th April 2026

Dear Parent or Carer

RE: YEAR 11 STUDENT EXAMINATIONS AND END OF YEAR ARRANGEMENTS

We are now entering the final examination and assessment period for Year 11 students. Your son/daughter should use their personalised exam timetable to ensure that they are attending examinations at the right time. Whole-school examination timetables are also available on the Academy website and can be viewed here: [Southfields Academy - Examinations](#)

From Friday 1st May:

Formal written GCSE examinations begin on Friday 1st May. Your son/daughter has received their personal timetable and you will have received your copy at the recent Year 11 Parents' Evening. Students will be in school as normal between now and the 22nd of May with slightly earlier start and later finish times. There is no study leave before the half term break beginning on Monday 25th May.

The Year 11 students will continue with normal, timetabled lessons and morning/afternoon registration until Friday 22nd May. However, we have added a compulsory 8am lesson to the timetable to provide students with the opportunity to spend time with their subject teachers before each exam. Please ensure your son/daughter arrives at these sessions on time to avoid disruption to learning. A copy of the schedule of exams and the additional 8am lesson schedule will be given to students in the coming weeks and will be made available on the Academy website. <https://parents.southfieldsacademy.com/attachments/download.asp?file=3445&type=pdf>

The Academy timetable will be amended again from Monday 1st June to allow subject teachers time to focus on preparing students for their impending examinations. As the various subject exams finish, we will focus lessons towards the subject exams that have not yet taken place. Students are expected to attend as usual unless they have scheduled examinations. The overlay timetable from Monday 1st June will be given to students before half-term and posted on the Academy website.

Students will no longer be required to attend school when their final examination has been sat. It is important to bear in mind that the examination boards have set aside Wednesday 24th June 2026 as a contingency day in case of any local or national disruption to exams, after which exams cannot be rescheduled.

Examination Arrangements

All morning examinations require students to arrive to school for an additional lesson at **8.00am**. Please ensure a prompt arrival. To ensure good habits are maintained throughout the exam season we ask that all Year 11 students arrive to school for 8am.

Students should bring all necessary equipment and attend in full school uniform. Therefore, rules regarding footwear, jewellery, mobile phones and other devices remain the same. Please encourage your child to observe these rules so that valuable examination time is not wasted having to address such issues.

If a student arrives late to an examination the school may not permit entry or the examination board might not accept the completed examination paper. Students must be on time, and therefore should always aim to arrive well in advance of their examination to line up.

A copy of the examination rules and code of conduct has been shared with students and is available on the Academy website. It can be viewed here: [Exam Rules](#). Please go through these regulations carefully with your son/daughter in order to ensure they optimise their chances of the best possible outcomes during their examinations.



**Southfields
Academy**

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Support

Included below are some tips to support the students with their final preparations the night before and morning of an exam:

- Encourage a good night's sleep – it is far more beneficial than doing last-minute cramming.
- Get the student to pack their bag and check equipment – are the pencils sharp? Do the pens work? Does the calculator work?
- Get the student to double-check the exam schedule and plan extra time to get to school – running late is stressful.
- Ensure the student has a healthy breakfast - the brain uses lots of energy! Eggs, meats, porridge, banana or peanut butter on toast, or protein-rich smoothies are all good choices and will maximise concentration in the examinations.
- Wish them luck!

I would also link to signpost two BBC links that you may find helpful:

<https://www.bbc.co.uk/bitesize/articles/zq8xtrd> - The Mind Set: Advice for parents when their children face exams

<https://www.bbc.co.uk/bitesize/articles/z737rj6> - What not to say to your kids during exam season.

End of Year Arrangements Year 11

The Year 11 Leavers Prom will take place on Thursday 25th June. Mr Samuels will be in touch in due course with further details.

Results Day

Students can collect GCSE and Level 2 vocational results on Thursday 20th August from 9am to 11am.

Students must collect their results in person. If this is not possible, please visit the examinations section of the website for further advice about how to obtain results.

On the Results Day the Southfields Academy Sixth Form team will be holding student enrolment interviews after students have collected their examination results, and will be on hand to discuss any issues relating to enrolment onto Post-16 courses. Students intending to secure their place in our Sixth Form will need to attend an interview on this day. If a student is unable to attend they must inform us in advance so that their place is not filled by another student.

I hope that your son/daughter works hard as we approach examinations and vocational course deadlines and wish them all the best.

Finally I would like to take this opportunity to thank you for your support over the last five years and to wish you and your son/daughter the very best for the future. I look forward to some excellent results in the summer and I wish you and your child a very restful summer once the exams and hard work are over.

Yours sincerely,



Ms T Gray
Deputy Headteacher