



HIGHFIELDS SCHOOL

Headteacher: G Tate BA (Hons)

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT

Telephone: 01902 556530 E-mail: enquiries@hswv.co.uk Website: www.hswv.co.uk

22 April 2024

Dear Parent/Carer

First of all, I would like to introduce myself as the new Head of Sixth Form. Whilst I am aware there is a short amount of time to get to know the year group properly, I would like to extend my support to all of the students at this vital time.

As we approach the final stages of preparation for the upcoming summer examinations, I also wanted to write to you to clarify some key information which may be helpful to you in supporting your child.

Lessons and study leave

Until the final examination in the subject has been completed, students will be expected to attend each of those relevant lessons. In doing so, they will continue to benefit from the invaluable guidance and input from their teachers.

Exam start times, complimentary breakfast and getting prepared

You can view your child's exam timetable on MCAS (My Child at School Bromcom application). Alternatively, your child can show you their exam timetable by logging into the Bromcom student portal. It is essential that they are familiar with this and pay particular attention to the start time, duration and their allocated seating. Exams will start at the following times:

AM exams – 8:45am start

PM exams – 1:05pm start

Students must be lined up outside the room ten minutes before the start time so that the examination can start on time. For all AM exams, a complimentary breakfast will be served on the Gallery from 8am. The Sixth Form Team will be on hand along with relevant subject teachers who can offer last-minute advice, support and encouragement whilst students get prepared.

We would be grateful if you could check that your child has all the necessary equipment for the upcoming examinations and understands the following exam regulations from JCQ (the Joint Council for Qualifications).

- [JCQ Information for Candidates](#)
- [On your exam day candidate checklist](#)

We have added this information to our Exam Support webpage which can be accessed via the tile on the homepage. Alternatively, you may wish to [click here](#) for a direct link.

NEA Assessments

We will share with students their raw marks for the parts of their qualifications which involve Non-Examined Assessment (NEA), often known as coursework. The deadlines for different qualifications occur over the coming weeks, but marks for A-Level subjects will be shared by Friday 3rd May. We will share marks using the Bromcom student portal, but due to regulations we cannot share the marks directly with parents.



BEACON SCHOOL
IN HOLOCAUST EDUCATION



For A-Level qualifications, the grade boundaries associated with each unit vary each year. For all qualifications some further moderation of marks by the exam board may also take place. Therefore, we are unable to report final grades, although the teacher may have discussed a likely grade informally.

Students have the right to appeal marks for NEA work, but only on the grounds that there was a problem with how the work was set or marked, and not on the grounds that they wanted a higher mark. For further details see the exams policy on our website.

Please note that the mark for the Practical Activity Groups (PAGs) of Science A-Levels does **not** affect the final A-Level grade, students just need to have completed this before their written exams.

If you require any further information or guidance, please don't hesitate to contact us at sixthformstaff@hswv.co.uk

May I take this opportunity to wish your child all the best in their examinations.

Yours sincerely

MISS L SMITH
ASSISTANT HEADTEACHER / HEAD OF SIXTH FORM