

Address Gatton Park, Reigate, Surrey RH2 0TD

Headmaster Mark Dixon

Telephone 01737 649000

Fax 01737 649002

Website www.raa-school.co.uk

ROYAL ALEXANDRA & ALBERT SCHOOL



January 2021

Dear Parent

Following the announcements by the Government last Thursday, I am writing to confirm that Year 11 mock exams will now start on Monday 11th January. I have attached a revised copy of the timetable and pupils have already been informed of the changes. I would also like to take a moment to remind you of the contingency plans that we have put in place. These have already been communicated but I thought it useful to take a moment to refresh your memory on this.

As with the delayed assessments, which took place at the start of this academic year, if a Boarding House goes into isolation, pupils will not be able to leave the House to sit their exams with the rest of their year group. Instead, pupils will sit the exams in the Boarding House. As far as is possible, pupils will follow the exam timetable in line with their peers with papers delivered to the House.

Some pupils may find that they are not able to be on the school site when the exams take place. This could be as a result of an interruption to travel plans, needing to quarantine or because they are required to self-isolate at home. For these pupils, we will expect them to follow the school exam timetable but complete the assessments at home.

In line with the exam timetable, papers will be released at 9.00am, 11.00am and 2.00pm into Microsoft Teams and pupils will be expected to download the paper and complete the exam as per the conditions set out on the front of the paper (pupils with additional access arrangements are aware of their concessions and will be able to exercise their freedom to use them as necessary). The Microsoft Teams' page where the papers will be released is called: '*Year 11 Mock Exams*'. Once completed, the pupils will be expected to return their completed papers either electronically to: mockexams@gatton-park.org.uk or, if this is not possible, then in an envelope to the Academic Office on their first day back at school. These papers will be printed and disseminated to school staff to mark at the same time as the rest of their papers. Pupils who choose to submit papers electronically will be less affected by any marking delay. Pupils who are unwell will not be expected to complete papers whilst ill, but, instead, will be invited to a catch-up session once they are in a fit state. We will keep a record of pupils who are completing their papers in a place other than a designated exam room. This is to ensure that we have institutional memory in case we are ever expected to use these mock results in the future.

As you can imagine, all of our practices this academic year have been complicated by Covid-19. I would respectfully ask that, despite these challenges, we continue to work together to ensure that the pupils are supported to maximise their potential. I would also like to thank you, in advance, for your tolerance as we navigate through this period.

Yours sincerely

Mrs Rea Mitchell
Deputy Head Academic