



March 2010

Dear Parents

Your sons and daughters will be sitting their GCSE exams next term and we are tightening up some of our procedures. Will you please be aware that we will not be giving out any equipment at all to students who come without the correct equipment for the exams. This includes calculators, pens, pencils, rulers and so on. It is their responsibility to make sure that they arrive with all that they need for each exam.

Please also note that students who turn up in anything other than correct school uniform may be refused access to sit their exams. Correct school uniform will include the Cranbrook school jumper or school jacket if the weather is cold. Any other jumper, fleece or jacket is not acceptable.

It is also the case that each year some students believe that they have an exam in the afternoon when in fact it is in the morning and we find ourselves phoning them to discover that they are still in bed. In order to help with this it would be very advantageous for us to have clear, easy, quick contact numbers that we can access in such an emergency. There is no compulsion on you to do this, but it would help your children if you could provide below the details of contact numbers for yourself and indeed your son's/daughter's mobile number so that if they don't turn up for an exam we have some chance of locating them before the time expires. In any event, I would be grateful if you could acknowledge receipt of this letter and that you have understood the implications for the equipment, and return it for the attention of Mr Chandler at the Exams Office. Please note that as soon as the summer exams are over, this information will be shredded - it will not be kept by the school.

Many thanks and may I wish all your sons and daughters good luck for the coming exams.

Yours sincerely

Angela S. Daly

Mrs Angela Daly, Headteacher

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PLEASE RETURN TO MR CHANDLER, EXAMS OFFICE, CRANBROOK SCHOOL

YEAR 11 – EXAM EQUIPMENT / CONTACT DETAILS

I have read the Head's letter regarding the GCSE exams and understand that the school will not provide any equipment to Year 11 students for those exams and that my son/daughter must wear correct school uniform.

Signed:

Student's name:

Student's mobile no:

Parents' main contact nos:

If contact numbers for the summer exams will be different, please provide below:

Summer contact nos:

Cranbrook, Kent TN17 3JD

School: 01580 711800

Bursar: 01580 711811

Fax: 01580 713972

E-mail: office@cranbrook.kent.sch.uk

www.cranbrookschool.co.uk

