



02/10/2026

Dear Parents and Carers,

Year 11 and Year 13 PPEs

As we approach the upcoming Year 11 and Year 13 Pre-Public Examinations (PPEs), I am writing to provide some important information about the examinations and how you can support your child in the run-up to them.

Please find attached the PPE timetable, which outlines the dates and times of each examination. We ask that students check their timetable carefully and make sure they arrive in plenty of time for each exam.

The PPEs are an important opportunity for students to demonstrate what they know and identify areas for further development. They are also our **practice run for the summer examinations**. As well as preparing academically, we want students to become familiar with the routines, expectations and regulations that will apply when they sit their formal examinations. Our aim is that, by the time the real examinations arrive, following these procedures will feel completely natural to them.

Equipment and examination rules

Students must make sure that they bring the **correct equipment** with them for every examination. As a minimum, students should bring the equipment required for the particular subject in a clear, transparent pencil case or loose on their desk, as directed by staff.

Students should check in advance whether they need items such as:

- Black pens
- Pencils
- Ruler
- Rubber
- Calculator, where permitted
- Any other subject-specific equipment required for the examination

It is important that students do not bring prohibited items into the examination room.

Water: Students may bring a **clear, transparent water bottle** into the examination room. The bottle must have **no label** on it and must contain **water only**. Coloured or opaque bottles, bottles with labels, and drinks other than water will not be permitted.

Food and sweets: No food, chewing gum or sweets may be brought into the examination room.



Medication: Students must not bring medication into the examination room unless this has been **discussed and approved with the Exams Officer before the examination**. If your child requires medication or has a medical need that may affect them during an examination, please contact the Exams Officer in advance so that the appropriate arrangements can be considered.

We would be grateful if you could help your child to get into the habit of checking their equipment and belongings before leaving home each morning. This will help to reduce unnecessary worry and ensure that they are ready to start their examinations calmly.

Supporting students with examination stress

We recognise that examination periods can be stressful, and students may respond to this in different ways. Some may become anxious or worried, while others may appear not to be concerned at all. Both are perfectly normal responses.

There are a number of simple ways in which you can support your child:

- Encourage them to establish a realistic revision routine, with regular breaks and time away from their work.
- Help them to prioritise sleep, particularly in the days leading up to examinations.
- Encourage regular meals, hydration and some physical activity.
- Remind them that PPEs are **practice examinations** and that mistakes and setbacks are part of the learning process.
- Try to focus conversations on preparation and progress rather than simply on grades.
- Encourage them to speak to a teacher if they are unsure about something or are feeling overwhelmed.
- Help them to maintain some normality and make time for activities they enjoy.

It can also be helpful to remind students that feeling nervous before an examination is not necessarily a bad thing. A degree of nervousness is a normal response to an important event, and learning how to manage those feelings is itself an important part of preparing for their final examinations.

Most importantly, please reassure your child that they do not have to manage everything alone. Staff are here to support them throughout the PPE period and beyond.

Thank you for your continued support in helping our students prepare for these important examinations. By working together, we can help them to develop both the knowledge and the confidence they need for the summer.

Yours sincerely,

Corinna Langford

Exams Officer