



4th January 2021

Dear Student

Re January 2021 Examinations (BTEC)

This is to confirm that the January examinations are going to take place, as scheduled.

You will have received your examination timetable before the Christmas break which confirms your exam room, date and time. If you are unsure of these details, please contact either Mrs Deborah Harper, Examinations Officer, or Mr Derek Hewlett, Head of Sixth Form.

For morning examinations, please arrive at school, using the Main Entrance, by **8.45am**. Please line up on the tennis court area and wait to be escorted to the examination venue. If the examination is in the afternoon, please arrive for **12.45pm**.

You must follow social distancing on the way to and from school as well as while on school site.

Please wear masks at all times while on the school site. You may remove masks once you are in the examination room. You will be asked to sanitise your hands as you enter the examination room. Bags can be placed at the back of the examination venue. **ALL MOBILE PHONES MUST BE SWITCHED OFF AND PACKED AWAY IN YOUR BAGS.**

Additional information for BTEC Sport Fitness and Training / BTEC Business, Developing a Marketing Campaign, Students for Exam(s) on Wednesday 6th January:

Please arrive at the time stated above. You will be dismissed from the school site at the end of your examination and should travel home directly.

Yours faithfully,

Mrs Deborah Harper
Examinations Officer
deborah.harper@hylands-tkat.org

Hylands School

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