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Ref: LL/COT
 Date: 2 June 2025

Dear Parent/Carer

School site closures during exam period (including now confirmed Term 6 arrangements)

I am writing to you to give you some advanced notice regarding the need to make some amendments to the school day, and arrangements for education, during the final GCSE exam window for Year 11 students.

The exam window for students at PLC starts the week beginning 12th May 2025, with our last exam on Wednesday 18th June 2025. Many of our students require particular exam access arrangements, which means they may need to sit exams at home, or in a room on their own, all requiring 1:1 exam invigilation support. This requires the involvement of all staff at PLC to support the process, particularly on busy exam days such as for English and maths exams. In addition to using all PLC staff, including part time staff agreeing to come in on their non-working days, we have also secured as many other invigilators as possible to support the process. An added complication is that some of our Primary pupils will be sitting their SATS tests at the same time and also need support.

However, despite our best efforts to make the arrangements work, without impacting other students, we simply do not have enough rooms, or staff not involved in supporting the exams, to support other groups during the bigger exams.

Therefore, on specific days, we will be making changes to the timetabled day for students not taking exams. Please note the changes to PLC opening times below. This includes any home tuition sessions for students not involved in the exams.

The dates and changes are as follows:

Date	COTSWOLD
Thursday 15 th May Maths GCSE	Change to timetable between 8.45 – 12.00 The school will remain OPEN all day, but alternative arrangements will be made for pupils not sitting exams. This is likely to include significant change to the usual timetable. If your child will find the change difficult to process or manage, there will be an option to complete online or home learning for this session. The timetable will return to normal for the afternoon sessions.

Friday 23 rd May English Paper 2	Closed to all pupils not sitting the exam between 08.45-12.00 The timetable will return to normal for the afternoon sessions.
Half term	
Wednesday 4 th June Mathematics Paper 2	Closed to all pupils not sitting the exam between 08.45-12.00 The timetable will return to normal for the afternoon sessions.
Friday 6 th June English Paper 2	Closed to all pupils not sitting the exam between 08.45-12.00 The timetable will return to normal for the afternoon sessions.
Monday 9 th June	Change to timetable between 8.45 – 12.00 The school will remain OPEN all day, but alternative arrangements will be made for pupils not sitting exams. This is likely to include significant change to the usual timetable. If your child will find the change difficult to process or manage, there will be an option to complete online or home learning for this session. Cotswold students will be off-site from 9am – 12pm.
Wednesday 11 th June Mathematics Paper 3	Closed to all pupils not sitting the exam between 08.45-12.00 The timetable will return to normal for the afternoon sessions.

Transport on these dates:

For those students who are brought into school by Council arranged transport, the council are unable to change their normal pick up and drop off times for these dates. So we would need parents to make their own arrangements for transport at these times. Understandably, this might not be possible for all parents, so, if you are not able to provide transport yourself, we will provide on-line learning resources and materials instead.

On going learning opportunities:

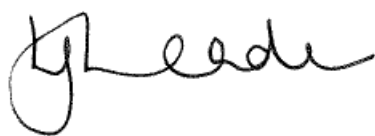
During the period of school closure, we will be providing students with access to on-line learning materials and resources to minimise the impact on any learning opportunities. Teachers will remind students of their on-line learning log-in details and provide students with additional home learning to complete during these windows.

Questions or queries:

Please do not hesitate to get in touch if you have any questions.

I apologise for any inconvenience or disruption this will cause to normal routines at home, however I'm sure you can understand why we have needed to make this decision, to ensure the best support for Year 11 students taking their final exams, as well as being able to meet the safe staffing requirements for other students.

Yours sincerely



Louise Leader
Headteacher

Relationships

Respect



Empathy Perseverance