



# HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 209

22 April 2026

Dear Parent/Carer/Student,

## **Year 11 Exam Period 2026**

On Friday, 8 May, our Year 11 students will begin sitting their public examinations at the school. At this point we would like to share pertinent information with you that may help you to understand key information regarding this important time.

### **Exam Timetables**

Final versions of individual exam timetables showing the date, time, duration, room and seat number for each exam will be sent out shortly. If your child loses their exam timetable, please ask them to go to the exams office for a reprint. Initial timetables without roomings and seating have already been shared.

Students, parents and carers should familiarise themselves with the 'Student Exams Booklet 2025-2026' found on our website [here](#). This contains vital information on how the exams are administered and the JCQ regulations that as a school we must follow.

### **Year 11 Leavers' Date**

The Year 11 leavers' date will be Friday, 22 May 2026. Like most schools in Hertfordshire, we have chosen this date as the most appropriate to mark this important moment in your child's life while also maximising the time that can be spent in a classroom environment with your child's teachers. Students are expected to be in school each day during the beginning of their exams on 8 May 2026 to 22 May 2026 and when students are not in public exams, classroom teachers will be sharing resources dedicated to their next exam in that subject area, something that is critical to final preparation.

In recent years the Department for Education (DfE) has updated guidance around study leave encouraging Headteachers to only authorise it sparingly. As such we have taken great care in recent years to ensure that the time spent in school in these final two weeks is of high value with staff preparing students for public examinations occurring in the next few days. In addition to their normal teaching, we have built a bespoke P3 revision session for students that have a PM exam, something that was extremely well received last year by Year 11 and contributed to a significant rise in outcomes and student confidence in those exams. Where students have an afternoon exam, they are not expected to return to afternoon lessons.

While we understand that students may feel independent revision is important at this stage we strongly believe and know from our Steps to Success programme, that the best place for your child to prepare is with subject specialists and their peers. In recent years, all DfE guidance has helped to shape and support this view.



Following feedback from last year, we have adapted expectations for the second week when more subjects begin to complete their examinations in Option blocks, namely Art, Drama, Sociology and Computer Science. Please see below for details regarding approved absences where students will be able to leave after their AM exam to return home on Tuesday, 19 May and Thursday, 21 May.

	AM exam	PM exam	Afternoon lessons as per normal timetable
Monday 18th May	GCSE Chemistry/Combined Science	GCSE Media	P3 English or Maths P4 Maths or English P5 Options
Tuesday 19th May	GCSE English Literature	GCSE Classic Civilisation GCSE Computer Science	Authorised absence (except for those in exams)
Wednesday 20th May	GCSE French	GCSE RS	P3 English P4 Science P5 Maths or English
Thursday 21st May	GCSE English Language	GCSE Business GCSE Latin	Authorised absence (except for those in exams)
Friday 22nd May	GCSE PE	-	Authorised absence following farewell celebration

Please note any unauthorised attendance outside of these detailed arrangements will be recorded as such in line with DfE regulations.

### **Friday 22nd May**

On Friday, 22 May, students will complete their Year 11 PE exam in the morning and then we will arrange a farewell to Year 11 to mark the end of their classroom based learning. Where students do not study PE, they will be invited to attend the farewell at 10:45, arriving on site in their school uniform. Students will be able to ask their peers to sign their shirts at this event however it is critical that they have enough spare white shirts to sit exams after the half term break. Students should not bring bags to the farewell please.

### **Expectations after half term.**

From Monday, 1 June 2026, students will only be expected to attend school if they have a public examination and should not be on site unless this is the case or they have a pre-arranged revision session with a member of staff. Students must remain in school uniform for all public examinations as it forms an essential part of our exam regulations and safeguarding requirements.

Please note that from 1 June, students are not required to register as normal and should be in the canteen no later than 08:40 for AM examinations and 13:15 for PM examinations.

### **Breakfast on Examination Days**

To help students prepare themselves for their exams, we will be offering a free breakfast service for Year 11 students. Subject staff from the exam each morning will be invited to these breakfasts, so that they can support students with last minute revision, top tips and wish them well before they head to line up. Breakfast will be available in the dining room between 08:00 and 08:30 for any student taking a public exam in the morning session. A Google Form will be sent out on a weekly basis for you to place an order for any breakfasts you wish to attend for the following week. Breakfast will only be available to students who have submitted their orders.

## **On the day of the Examination**

Students must refer to their exam timetable to see the start times of exams. They are advised to be in school by 08:40 or 13:15 and must gather in the canteen for both. Should an emergency occur before the examination, please notify the school immediately, but every effort should be made to be in school for public examinations.

Students will not be able to take their mobile phone, watches, electronic devices or a bag into the exam room. Individual lockers will have to be used to store items, so any valuables should be left at home.

## **Additional Support**

The Department for Education (DfE) has published a guide for exam preparation this Summer which can be accessed by clicking [here](#). In addition, the Hertfordshire 'Just Talk' campaign has also put together a website with a wide range of resources to help manage exam stress and revision which can be accessed via this [link](#).

Mrs Cooper will also be adding further resources and links to the GCSE Revision section of the website as well as posting top tips and reminders on our social media @HitchinGirls.

If you have any questions regarding the exam timetable, or any other queries about the exam period 2026, please speak to Mrs Kelly in the exams office or email [exams@hgs.herts.sch.uk](mailto:exams@hgs.herts.sch.uk).

## **Textbooks**

All textbooks must be returned to the subject tutors immediately before the last exam in each subject or as directed by the Head of Department. Parents will be invoiced for missing text books.

## **Founders' Day**

All Year 11 students are expected to be present in correct school uniform at 08:40 on Founders' Day: Friday, 26 June 2026, when we attend a joint service with Hitchin Boys' School at St Mary's Church. Students should arrive at school as usual and will be directed by their Form Tutors about where to go. St Mary's will be very full on Founders' Day so we strongly advise students not to bring bags. This day marks the formal end of your child's education at Hitchin Girls' School and attendance is compulsory.

## **Prom**

The Year 11 Prom takes place on Tuesday, 30 June 2026. Eligibility will be confirmed after 22 May 2026.

## **Hoodies and Yearbook**

Leavers' hoodies and yearbooks have been ordered and will be shared with students on Friday, 22 May as part of our planned celebration.

## **GCSE Results Day**

GCSE results day will be on Thursday, 20 August. Results will be emailed to the students at 08:00 on results day and a paper copy will be available for collection from 08:30. We would like to see as many students as possible in school (Lower School Hall) to collect their results in person so that we can share and celebrate their outcomes.

The process to send results electronically will begin at 08:00 but they will take time to process, so please do not worry if they do not arrive at the exact time specified.

## **Sixth Form Induction 2026**

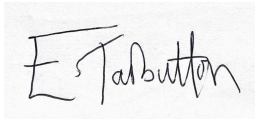
You will receive a letter from Ms Stojko, Director of Sixth Form, regarding the arrangements for Sixth Form Taster lessons which will take place later in the Summer term.

## **GCSE Certificates**

You will be invited to an informal celebration after school during the Autumn term (date to be confirmed) to collect your certificates.

Finally, the staff would like to express their good wishes towards our Year 11 students during their forthcoming exams. They are working exceptionally hard and we are very proud of them all.


Yours faithfully,



Beth Tarbutton  
Head of Year 11



Andrew Jones  
Deputy Headteacher



Sally Mills  
Assistant Headteacher