

Lisnagarvey High School

Warren Gardens
Lisburn
BT28 1HN



School Values
Mutual Respect
Success for All
Meeting the Needs of Individuals
Caring and Responsible

Principal – Jim Sheerin

JS/SB/CB

12 November 2025

Dear Parent/Guardian,

In order to fully prepare our students for the rigour and challenges of external examinations we have planned an internal exam week beginning on Monday 1st December until Friday 6th December. Digital copies of the Examination Timetables will be posted alongside this letter on our website and our Facebook page. For the most part, KS3 exams will be held in Form Rooms and KS4/KS5 exams will be held in the Gym and Assembly Halls, however, students should check the examination timetables carefully for the locations of examinations, as some will take place in alternative locations.

The internal examinations are a crucial part of the year and for students' preparation for their external examinations; they should therefore be approached with a similar degree of seriousness and effort. In a sense they are a "dress rehearsal" for the real thing, but additionally, they are part of the learning process required to ensure that students reach their full potential. In support of this, your child will receive revision materials to guide them.

The process of revision and mock testing helps students to improve their knowledge and skills, and this can be built upon even further, later in the year. Conversely, failure to revise properly for exams is bound to have a long-term detrimental effect on success in the final exams. All exams will be held in our exam venues and will be overseen by staff. Students are responsible for bringing the correct equipment for exams and are advised to check what they need in advance with their subject teachers.

Each student's examination result will indicate overall attainment and illustrate how well a student is achieving compared to the targets set at the start of the year. The outcomes of these exams will help to inform teaching and learning, going forward; in particular, subject teachers will be able to give pupils individually targeted feedback to support them in their quest to progress.

Exam Week Attendance Schedule – N.B.

- **Full and correct school uniform** is required for all students during exam week.
- **The arrangement of KS3 pupils being released early and KS4 and 5 pupils only attending school for their exam sessions** is intended to support pupils in engaging in independent study. Should any student misuse this time by engaging in anti-social behaviour, either inside or outside school premises, their right to attend for exam sessions only will be revoked. Those pupils will be isolated from others and must attend school 8.50am–3.30pm (or the relevant finishing time for that part of the week).

Years 8, 9 and 10 – students must attend from **8.50am**, and remain in school for the duration of their scheduled examination sessions each day. **Students will be released at the end of their timetabled sessions each day during the exam week.** The remainder of the school day should be used for revision and other subject-related study.

Years 11, 12, 13 and 14 – students are only required to attend the school premises for the timetabled sessions of the subjects they study. The remainder of the school day should be used for revision and other subject-related study.

Free School Meals and School Lunches – The canteen will be open for break, as normal. There will be no hot food available during exam week. Those pupils entitled to free school meals will be given the opportunity to order a lunch from the sandwich bar the week before. Their lunch will be ready for collection from 12.25pm each day.

School buses will run as normal each morning but will not be available in the afternoons; please arrange alternative transport home for your child. If you wish your child to remain in school until end of day during Exam Week, please contact the school to advise.

Thanking you in advance for your support in ensuring your child is fully prepared for these exams. As always, if you have any queries, please do not hesitate to contact the school.

Many thanks for your continued support,
Yours faithfully,

J Sheerin

J Sheerin
Principal