

## School contacts

Please do not hesitate to get in touch with the school if you would like more help or advice to prepare your son or daughter for their GCSEs.

Listed below are the names of your son or daughter's tutor and the person who is in charge of GCSE exams in the school. You can telephone if you need help or advice. You can also telephone your son/daughter's subject teachers, or one of the teachers listed below can pass a message on for you.

Tutor \_\_\_\_\_

Examinations officer \_\_\_\_\_

The best time to telephone the school to be able to speak to a teacher is \_\_\_\_\_

The school telephone number is  
\_\_\_\_\_

## Other materials

Look at useful websites. The school and libraries have access to the Internet.

Try BBC 'Bitesize':  
[www.bbc.co.uk/education/revision](http://www.bbc.co.uk/education/revision)

Have a look at the materials in bookshops – there are some useful revision guides on sale.

## What you can do to help

You can help by:

- recognising how important these exams are and how much time your son/daughter will need if they are to do as well as they can;
- not asking them to do too many chores or look after younger brothers and sisters;
- encouraging the rest of the family to help by not disturbing revision;
- securing a quiet place for study, where their work can be safely kept;
- encouraging planned relaxation time (too much study is not helpful);
- praising hard work;
- emphasising the need for plenty of sleep;
- helping them to forget about each exam as it is finished;
- reminding them that it will soon be over and there will be a good break from school when they can catch up on what they have been missing!

# Making a difference

## Helping your daughter or son prepare for their GCSEs

Advice for parents and guardians

### Exam timetable

All GCSE exams take place between Monday 24th May and Wednesday 30th June 2004.

There are no exams during the week of the bank holiday, when schools are normally on half-term break. In 2004 this will be the week beginning Monday 31st May.

Taking a little time off over the bank holiday is a good idea but your son/daughter will need to do quite a bit of revision in that week. Please make sure they have plenty of time for it and that you have not planned to be on holiday the full week.

*Students who do their best in the GCSE exams work hard all through Years 10 and 11 rather than relying on last-minute revision.*

## During the spring term

Get your son/daughter to check that they have all the notes and books they need for revision. Get them to talk to their teacher if they are missing any.

Check that they have a revision timetable which includes the dates and times of the examinations in May and June. Also include any other important dates (such as birthdays) when you would want them to take some time off from revision.

The school can supply a blank revision timetable or you can download one from the following website: [www.standards.dfes.gov.uk/keystage3](http://www.standards.dfes.gov.uk/keystage3).

Make sure that coursework deadlines are also included on the revision timetable. Your son/daughter will not be able to do much revision when they are working hard to complete coursework.

The timetable should be used to plan revision sessions. These should be spread out evenly so that your son/daughter is not planning to do too much all at once.

Having the timetable displayed in their room is a good idea as it will help them stick to the plan.

Check how they are doing by letting them explain something they have just learnt. It's a good rule of thumb that if you can follow their explanation then they will be able to produce a good answer to an exam question on that topic.

Encourage your son/daughter to ask for help at school on any parts of their work they do not understand.

Encourage your son/daughter to persevere and to work hard in the run-up to the exams.

## Useful revision tips

You can support your son/daughter by helping them to follow these tips:

- Plan for half-hour sessions or an hour at most. Any longer and it is likely that nothing more will sink in. Take a short break in between sessions and have a glass of water or something similar to drink.
- In the evenings after school, plan to revise one or two subjects only. Leave some time for relaxation.
- Plan to revise specific topics in each subject, not everything at once.
- Ensure that each session starts with tackling the most difficult bits.
- Plan to cover each subject several times and revisit each one near to the exams.
- Revising with the TV or radio on or with loud music is not a good idea. Having their favourite music in the background may help.
- Reading is not generally enough. Making brief notes in either words or pictures helps them to remember.
- Have all the books they need to hand so they don't have to go off looking for information.
- Working with a friend can be useful because it allows them to test each other and to talk about the work.

## During the exam period

Try to ensure that:

- Your son/daughter gets a good night's sleep before exams.
  - They have all the equipment they need:
    - a couple of pens and sharp pencils;
    - a rubber and ruler;
    - a watch.
- Sometimes they may also need:
- a calculator;
  - a protractor.
- They know the start times of every exam that day.
  - You wish them well, tell them they have worked hard enough and that they can only do their best.
  - You look forward to seeing them at the end of the day.

## And when it's all over

Tell your son/daughter to relax and forget about studying for a while. Perhaps you can celebrate by cooking them their favourite meal.