

## **SESSION 2: ARRANGEMENTS FOR THE ENTRANCE TESTS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2024. PLEASE READ ALL THE FOLLOWING INFORMATION VERY CAREFULLY.**

The tests for entry into Year 7 in September 2024 will take place at Kendrick School, London Road, Reading, RG1 5BN on **Saturday 16<sup>th</sup> September 2023**.

### **EXAM SESSION TIMINGS**

<b>Exam Date:</b>	<b>Saturday 16<sup>th</sup> September 2023</b>
<b>Session:</b>	<b>SESSION 2</b>
<b>Registration:</b>	11.15AM – please bring your child to the <b>EAST STREET ENTRANCE</b>
<b>Exam Time:</b>	11.45AM-2.15PM
<b>Collection Time:</b>	2.30PM - please collect your child from the <b>LONDON ROAD ENTRANCE</b>

**WE CANNOT STRESS THIS ENOUGH!** There is **NO** dropping off or parking in East Street or on the London Road. Please ensure you are familiar with the local area and know where to park. We recommend parking in either the Queen's Street car park or Oracle Shopping Centre car park and walking to the school. There will be officials patrolling the streets in the vicinity to ensure the traffic is moving and not causing congestion.

### **INSTRUCTIONS TO CANDIDATES:**

- Please bring your own equipment and provide your own drinks and snacks (please see further information below)
- You do not need to wear your school uniform. Wear something that you feel comfortable in. You will be waiting outside before registration starts so wear something suitable for the weather.
- You can wear a mask if you wish but this is optional. Please bring a clear plastic bag to store your mask if you take it off during the exam session.
- We will provide hand sanitiser but please bring your own if you wish.
- Wash or sanitise your hands after using the toilet and before eating your snacks

### **INSTRUCTIONS TO PARENTS/CARERS:**

- **Do not park or drop off in East Street or on the London Road. Please find a suitable place to park and walk to the school.**
- Only **ONE** person should bring and collect their child for health and safety and safeguarding reasons.
- Please do not congregate in groups after dropping off or picking up your child.
- Please arrive and pick up your child at the times given above. If you are early for either drop off or pick up, please ensure that you wait for your allocated time away from the school.
- Please listen carefully to the instructions given by staff and follow their advice and guidance at all times.

### **IMPORTANT ACTION NEEDED: TEST DAY REGISTRATION FORM**

Please click on the link below to download and print your child's entrance examination registration form. This can be in black and white or colour, however, colour is preferable if this option is available. You will need your User ID (6 capital letters) and the password you set when submitting the application. If you need to reset your password for any reason, please follow the instructions in the portal.

### **[CLICK HERE FOR THE REGISTRATION FORM](#)**

Your child's primary school must complete Section 1 of this form and a parent/carer must complete Section 2. If your child is home-schooled, please attach a copy of the photo page of their passport to the registration form. This must be counter-signed by an official to confirm the child's identity.

Please do not return this registration form to Kendrick School but ensure your child brings it with her on the day of the test. All the information on the registration form is provided by the parent/carer when completing the application form. However, if there are any errors, please **clearly** amend the error on the form.

Please ensure you leave adequate time for your child's primary school to complete the registration form as it must be brought **FULLY** completed to the test on Saturday 16<sup>th</sup> September 2023. Your child will **NOT** be able to sit the test if the form is not fully completed.

## ARRIVAL TIME

Please ensure that your child arrives at Kendrick School **at 11.15 AM** for registration. The first test will start **promptly** at 11.45AM. She will have a break between papers and the second test will start at approximately 1.15PM. Adequate time has been built into the schedule to give detailed instructions and to ensure that all the candidates understand exactly what is required.

## ON ARRIVAL AT THE SCHOOL

On the day of the tests please bring your child to the **EAST STREET ENTRANCE** at **11.15AM** where she will be met by staff and taken inside for registration. You must wait with your child until registration starts but parents will not be allowed onto the school site.

**PLEASE BE AWARE THAT THERE IS NO PROVISION FOR PARKING ON THE SCHOOL SITE OR IN EAST STREET OR ON THE LONDON ROAD.** Please ensure you have familiarised yourself with the location of Kendrick School before the test day and allow plenty of time for your journey. Traffic will be extremely busy on that day.

**PLEASE BE AWARE THAT WE CANNOT LET YOUR CHILD ONTO THE SCHOOL SITE UNTIL REGISTRATION STARTS.** Please ensure that you and your child are dressed appropriately for the weather as you will be waiting outside until registration begins.

**PLEASE BE ON TIME. WE MAY NOT BE ABLE TO ACCOMMODATE CANDIDATES WHO ARRIVE LATE FOR THE TEST.**

## LATE ARRIVALS

Please be aware that if you arrive after the test has started your child may not be able to sit the test.

## WHAT SHOULD SHE BRING?

In a **CLEAR PLASTIC BAG** your child should bring:

- 2 HB pencils
- An eraser
- A pencil sharpener
- **The completed registration form. Parents/carers are signing this form to confirm that their child is fit and well to sit the test on that day.**
- **Light** refreshments to eat during her break together with a drink in a suitable drink container with a **sports cap type lid and no label. PLEASE DO NOT PROVIDE ANY PRODUCTS WITH NUTS.**
- Any medication previously advised to us.
- Hand sanitiser (optional)
- Mask and a clear plastic bag to store it (optional)

## CANDIDATES MUST NOT BRING:

- A large bag. **All the above items should be brought in a clear plastic bag.**
- Dictionaries, rulers, calculators, scrap paper, protractors, stop watches, any electronic devices, or study notes.
- Wrist watches/digital watches must **NOT** be worn. Clocks are clearly displayed in all the exam rooms.
- Mobile phones must **NOT** be brought into the school. There is no provision for mobile phones to be looked after by a member of staff whilst the examinations are taking place.

## **COLLECTION**

Your child should be collected from **the LONDON ROAD ENTRANCE at 2.30PM**. Again there will be no provision for parking on the school site or in East Street or the London Road. Please **do not** come onto the school site to look for her. **We cannot give you access to the school until all the tests have finished and respectfully ask you to be quiet as you wait as some tests may still be in progress.**

**Only one adult per family** should collect the candidate at the end of the test session. Once again you will be waiting outside until we are able to let you onto the school site so please dress appropriately for the weather.

**We will be bringing the candidates out by primary school. Please listen carefully to instructions given by staff and only come onto the school site when we call your child's primary school name. Please leave promptly after collecting your child. Please ensure your child knows who is collecting them from the test and remind that they should not leave with anybody other than this person.**

## **SPECIAL ARRANGEMENTS**

If you have not done so already, please contact Mrs Amanda Emberson-Powney at the school, **immediately**, by email or telephone if your child has any special needs, medical conditions, or arrangements which require specific provisions to be made for the test.

## **ILLNESS ON THE DAY**

Should your child be ill on the day or there are other mitigating circumstances, you should telephone the school on 0118 9015859 by 7.30am. In order to sit the test at a later date, the candidate must provide a doctor's certificate dated for the day of the test, giving reasons why they could not sit the test on that day.

## **FAMILIARISATION BOOKLET**

[Familiarisation Booklets](#) are available on the school website. Please note that these booklets are NOT definitive, and the inclusion of any question types does not guarantee that they will be found in the final assessment. Further information on the format of the tests is detailed within the booklets.

Please note that the tests are performed under exam conditions and therefore invigilators are not able help the candidates interpret the questions or make changes to answer sheets that have been completed incorrectly.

## **TEST DATE**

All the test dates and arrangements are subject to change in line with current government guidance and restrictions.

We look forward to seeing your child on **Saturday 16<sup>th</sup> September 2023**.

Kind regards

**Mrs Amanda Emberson-Powney**

**Admissions Officer**

admissions@kendrick.reading.sch.uk