



05 September 2017

Dear Parent/Carer

Arrangements for the 11+ Test – The Spires College

Thank you for choosing The Spires College for your son/daughter to sit the 11+ test.

The test will be held at The Spires College on **Saturday 16 September 2017**. Please complete the slip at the bottom of this letter and ensure that your son/daughter brings it with them on the day so that you can be contacted in case of an emergency.

The arrangements for the day are as follows:

08:45 am	Pupils arrive
09:00 am – 09:50 am	CEM Booklet 1
09:50 am – 10:10 am	Break – Refreshments served*
10:15 am – 11:05 am	CEM Booklet 2
11:05 am – 11:15 am	Break
11:20 am – 11:50 pm	English Writing Task
12 pm	Parents pick up children

*Students will be provided with fruit squash and biscuits during the break between tests. They do not need to bring their own provisions.

Some students find it unsettling when parents remain in the building, therefore it would be helpful if you could drop off your son/daughter at the college reception and then leave.

Your son/daughter will be taking the test in groups of approximately ten children per classroom and we try to keep primary school groups together. Students will not be allowed to take a bag, mobile phone, iPod etc. into the test so please can they remain at home.

The CEM papers are supplied by The University of Durham and the audio instructions will be delivered via a CD. It is important to remind students that if they leave the room to go to the toilet they cannot get the time back and they may miss information from the CD. We will ask all students to visit the toilet before both CEM papers. The English Writing Test is written in accordance with the attainment targets for National Curriculum Key Stage 2.

Some students worry about the tests so it is important to keep your son/daughter calm and relaxed on the day. Our experience has been that the majority of students cope very well with the tests and many enjoy the morning as a stimulating experience.

If your son/daughter is unwell or there is some sort of crisis around the time of the tests it is advisable that you inform the college as soon as possible. Please contact me on 01803 400660 or email awoodcock@thespirescollege.com if they cannot attend the day for any reason.

Yours sincerely



Mrs Amanda Woodcock
Administration Manager

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Emergency Contact Details for 11+ Test

Name of student.....

Contact 1		Contact 2
Name		Name
Relationship		Relationship
Telephone Numbers		Telephone Numbers

Please hand in to reception when you arrive on Saturday 16 September