

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Important Information Regarding Your GCSE Exams

We hope this letter finds you well. As we approach the exam season, we want to ensure you are fully prepared and informed about your upcoming GCSE examinations.

****Exam Schedule**:**

Your exams will take place from [Start Date] to [End Date]. Please find the full timetable attached to this letter. Ensure you check the times and locations of each exam.

****Preparation Tips**:**

- Review past papers and mark schemes.
- Attend revision sessions offered by your teachers.
- Ensure you manage your time effectively during revision.
- Don't hesitate to reach out if you have questions.

****Exam Day Checklist**:**

- Bring necessary items: pens, pencils, erasers, and a clear water bottle.
- Ensure you have your student ID or exam card.
- Arrive at least [30 minutes] early to your exam venue.

****Support**:**

If you experience anxiety or concerns, please contact [Support Staff Name] or visit the [Counseling Office/ designated area] for support.

We wish you the best of luck in your exams. Remember, your hard work will pay off!

Best regards,

[Your Name]

[Your Job Title]

[School Name]

[School Contact Information]

[Attachment: GCSE Exam Timetable]