



8 May 2018

Dear Parent or Carer,

**Re: Year 11 Examination and Leaving Arrangements**

As Year 11 approach their GCSE examinations, I felt that it would be useful for me to write to you with relevant information relating to the weeks leading up to this important event. Just before Easter, students were provided with their full exam timetable; which included seating arrangements and rooms. Please go through the timetable with your son/daughter and make sure they understand it.

**Leaving Arrangements – Exam Timetable**

To ensure all students remain fully focussed throughout the exam period and to maximise every lesson, there will be no formal leaving day, with Year 11 students attending all lessons for the duration of the first part of the exam period. Subjects who have their final exam during this period will still have lessons but students will be doing private study.

Students will be issued with an exam revision timetable early next week which gives them a more personalised programme with a specific focus on their own exams; this will involve some home learning opportunities towards the end of the exam period. Please go through the timetable with your son/daughter and do contact me if there are any concerns regarding this.

**Monday 14<sup>th</sup> May 2018 – Formal GCSE Examinations begin**

This is the first day of the GCSE examination period; students should already be checking their timetable to ensure they are fully prepared. Please encourage your son/daughter to be fully equipped for the examinations and to arrive in good time. All students will be expected to be lined up outside the exam room **20 minutes** before the start time of the exam. Only clear pencil cases will be allowed, and phones/iPods' etc must not be taken into the exam. Water is allowed but must be in a clear bottle with no labels. All watches must all be removed from wrists and placed on the exam desk. In the event of your child being ill or absent from an exam you must leave a message on our school absence line before 8.30am on the morning of the exam.

**Uniform**

Full school uniform is to be worn whenever students are in school either for examinations or revision sessions.

**Registration**

For those in exams, registration will occur in the examination rooms. All other students must continue to attend tutor period. Please note that attendance at all lessons and revision sessions relevant to your son/daughter are compulsory and non-attendance will be categorised as an unauthorised absence unless normal absence procedures are followed.

### **GCSE Results Day – Thursday 23<sup>rd</sup> August 2018**

GCSE results will be available on Thursday 23<sup>rd</sup> August. Students will be able to collect their results from X2 from 9.00am. Members of staff will be available to assist with queries. The results are addressed to your son/daughter and only they can collect their results. If your son / daughter wishes their results to be posted home, then they should provide Ms Cahill, Exams Assistant, with a stamped addressed A4 envelope. **Please note that stamps to the value of 67p will be needed on the envelope.**

I spoke to all Year 11 students last week and after showing them pictures of staff when they were in Year 11 (to assure them that we were young once!) I wanted to congratulate them on their hard work and encourage them to dig deep in the final few weeks. Every minute counts both in lessons and at home. Please do encourage your son/daughter to continue to revise at home. Learning one new thing or reminding themselves of key terms and facts could be the difference between grades. This in turn can make a difference to what they do next year and in the years ahead. I finished by saying to not just stand still and wait for the exams but to do something. That something can be whatever suits them – GCSEPod, Past Papers, Revision Books, Revision session after school or speaking to their teachers to name a few.

Finally, can I take this opportunity to thank you for all your support, help and encouragement over the past year. If there is anything else we can help you with during the exam period then please do not hesitate to contact us at school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C Barnett', written in a cursive style.

Mr Chris Barnett  
Deputy Headteacher