

March 2017

IMPORTANT INFORMATION FOR YEAR 11 STUDENTS AND PARENTS

Examinations

GCSE written examinations begin after Easter in May. We shall be grateful if parents will ensure that students arrive for exams wearing full uniform – this will avoid unnecessary argument and distraction at what is already a potentially stressful time. Please note that examination guidance states that students should not be in possession of a mobile phone or any other electronic device, e.g. ipod or watch/smart watch whilst in an exam. Clear pencil cases should be used and students should come prepared with at least two black pens and two pencils. Students are permitted to have a small bottle of water in the exam but all labels must be removed from the bottle.

Study Time

From 1st May students will have an amended timetable which will allow for extended periods of subject specific revision while in school. As the attached timetable shows the exams start in earnest from Tuesday 16th May. Timetabled lessons will finish on Friday, 19th May, but in the following week we are putting on revision sessions; subject teachers will let students know which sessions to attend closer to the time. We **strongly** advise students to attend these where appropriate. If your son/daughter is not highly motivated to revise then coming into school is a wonderful opportunity to get some individual tuition just before the exams. Study facilities at school will be available to them over the whole exam period and many departments will continue to run revision sessions until the exams are over.

Revision Sessions

The lunch and after school revision session timetable can be found on our website. Some students will be directed to attend these and will be notified in advance. For most students these revision sessions are optional but attendance is recommended where possible. Departments have publicised the contents of the individual sessions so that informed decisions can be made about how best to prioritise.

Final Assembly

At 2.05pm on **Friday, 12th May** there will be a special final assembly. This final gathering promises to be a fun and memorable occasion to mark formally the end of compulsory education. We have deliberately separated this from the exams which occur in the week commencing 15th May.

Return of text books and other materials on loan from the school

We will be grateful if all textbooks are returned to subject teachers by **19th May**, unless they are essential for revision. Extended loan materials must be returned on the day of the last examination for the subject. Students will need to obtain the signature of all their subject teachers on a "School Leavers' Form" when returning books. The form will be given to students after Easter and must then be handed in to the school reception desk by **Friday, 23rd June** - failure to do this may delay the notification of examination results and certificates. Books that have been lost or damaged will incur the cost of their replacement. We regret having to take such measures, but we are sure that parents will understand that the school cannot afford losses through the non-return of books.

Examination Results

Provided we have a completed Leavers' Form, students may collect their exam results from their base campus **between 9.00 am and 11.00 am on Thursday, 24th August**. Exam results are regarded as an individual's exclusive property and we regret that we cannot hand them to parents unless they have written permission from their son or daughter. Non-attendance at examinations for which students have been entered may also have the consequence of examination results being withheld until the payment of fees is settled. If students wish their results to be posted to them, they will need to provide a stamped addressed envelope to the Exams Office before **24th June**.

GCSE Post Results

There are a number of services which may be requested following the issue of results. Please consider carefully your request and discuss the rationale of this with your subject teacher/Head of Department and your parents/guardians. There is a charge by each awarding body for all post-results services. You will be required to pay the fee before the service is processed. All the details are on our website under the Exams section.

Cashless Catering Accounts

Students leaving the school have the options of any remaining money in their cashless catering account being refunded to their parent(s), transferred to a younger brother's or sister's account or donated to charity. The Finance Office should be informed about which is preferred. Any money remaining in unused accounts after 30th September will be cleared and donated to the school's charities, Save the Children and Willen Hospice. After this date no refunds or transfers will be possible.

Sixth Form Induction

Any student intending to return to our Sixth Form next September should attend the Induction days, **Monday, 3rdth July and Tuesday, 4th July**. We see this experience as an essential introduction to life and study in our Sixth Form as well as an opportunity for students to gain an initial understanding of chosen courses.

Sixth Form Enrolment

Final enrolment will take place on, and immediately after, results day in August with Year 12 lessons starting **Thursday, 7th September**. Further information about this will be given during the Induction days. Places, as you know, are offered in September to those who meet our entry criteria.

Finally, we should like to wish all our students every success in the examinations for which so many have worked very hard.

Yours sincerely



Mrs S Carbert
Headteacher