

Ref: SJO/SES/DoLS/KS4/Examletter

11 May 2017

Dear Parent/Carer(s)

Year 11 are currently in the middle of preparation for their final examinations. I hope this is going well and that your son/daughter is on track for achieving his/her target grades. Enclosed you will find your child's personal exam timetable, including the important information about dates, times and locations of exams.

What are the arrangements for the Year 11 students during the exam period?

During the exam period and up to Tuesday 13 June all students will attend school as normal, attend all timetabled lessons and all examinations they are entered for. Students will either be taught by their class teacher where they still have an examination in that subject, or complete independent study if they are in a lesson where the final examination has already been sat. In this situation it is up to the student to bring their own revision material.

After Tuesday 13 June students will be following a reduced timetable (enclosed). Students will be expected to attend all lessons for subjects where they still have an examination to sit or additional revision sessions as detailed in the attached timetable.

What does my child do when not in a timetabled lesson?

It is vital for health and safety reasons that we know who is in school and so for this reason all students will be registered at the beginning of every lesson. Unless students have a revision session or an exam, they must go to the classroom where they would **usually** have a lesson so that they can complete independent study. All students will be registered by the class teacher. Students attending revision sessions or exams will be registered there.

If your child is not registered either in a lesson, revision session, exam or classroom then it will be assumed that they **are not** on site.

What if my child arrives to school on the bus?

Students arriving by bus need to go to registration as normal and use the provision outlined above when in school.

What if my child has no exams or revision session on a particular day or half day after 13 June?

Students who do not have exams, revision sessions or lessons on a particular day or half day after 13 June will not be expected to attend school on that day or half day. The exception to this is where a student has a half day and yet needs to arrive and leave on the school bus. For example, a student who has an exam in the morning which finishes at 11am and gets the bus home at 3pm must stay in school and attend lessons as outlined above. Students who normally travel to school by bus will only be allowed to leave school to catch alternative transport if the attached consent form is completed and returned to school reception.

What if my child's afternoon exam finishes before 2.30pm?

Some examinations will finish before 2.30pm. If this situation arises all students must be supervised by a member of staff until after this time. No students will be allowed to leave the examination room unsupervised.

What if my child's exam finishes later than 3pm?

Some examinations finish after 3pm. For students in these exams there will be **no late bus running**. Students will be expected to make their own travel arrangements home. Please refer to your child's exam timetable for details of these dates.

Any student who receives extra time for examinations will also need to make their own travel arrangements home.

Exam information

We thought you would like a copy of your son/daughter's exam timetable to help you support your child during his/her exams. It is important that your son/daughter arrives to the exam on time and with the **correct equipment** in a clear pencil case. Morning exams start at 9.05am and your son/daughter needs to arrive no later than **8.50am**. Afternoon exams start at 1.15pm and your son/daughter needs to arrive at **1.00pm**. Please can we request your support in making sure pupils do not enter the exam room with mobile phones, watches, iPod's, MP3 players etc. These items are regarded as a means of communication and therefore constitute malpractice which could lead to disqualification from the paper or the subject. Further exam information is included in the exam booklet recently handed out to students. You can also find this information on the school website. School uniform needs to be worn when students are in school.

What do I do if my child is unwell?

If your child is unwell on the day of the exam please contact school as soon as possible and speak to Mr Olliver, Director of Learning and Standards or Mrs Simm, Examination Officer. If your child feels ill during the exam they must tell one of the invigilators in the exam room. Please would you ensure that school has up to date contact information should we need to contact you.

What do I do with school textbooks?

Can we also request that students bring to the final exam in each subject any books or revision material that has been borrowed from the school. These can be left in the small hall where students are collected before the exam. Please make sure your son/daughter leaves a slip with their name on it, in the books so we can identify who has returned them.

When is the school prom?

The school prom is on Thursday 29 June at Abbey House, Barrow in Furness. This is a school event and as such the school reserves the right to decide who attends the prom. The students have a passport in their planners which must be signed by each subject

teacher, acknowledging that they are happy with the students work and effort, in order to obtain their ticket.

GCSE Results Day

Results day for GCSE examinations is Thursday 24 August. Results can be collected between 11am and 11.45am. If you require results to be posted we need a stamped, self-addressed envelope not smaller than A5 by the end of term. **Results cannot be given out over the phone. Results will only be given to someone else if a written request has been received and this needs to be signed by the student.**

I would like to take this opportunity to wish all of the Year 11 students the very best of luck for their final examinations and all the best for the future. If your son/daughter is still undecided about the direction they wish to take after Year 11 please encourage them to speak to me about this.

Yours faithfully



S J Olliver
Director of Learning and Standards KS4

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Year 11 consent form

Please allow _____ (student name) to leave school to catch alternative transport home.

Signed: _____

Parent/Carer name: _____