

Ref: SJO/SK/DoLS/KS4/Examletter

11 May 2016

Dear Parent/Carer(s)

IMPORTANT UPDATE FOR EXAM ARRANGEMENTS: Please Read

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 Friday 10 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. **An amended revision timetable, up to 27 May, is attached with this letter. It is vital that you check this against your child's personal exam timetable.**

After Friday 10 June students will be following a reduced timetable (an updated copy of the revision timetable from Monday 6 June onwards will be sent out before half term). 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 after 10 June 2016?

It is vital for health and safety reasons that we know who is in school and so for this reason all students will need to sign in and out of school at reception. Students will be expected to study in the small refectory for the period that they are in school. Students attending revision sessions will be registered with the class teacher.

If your child is not registered either in a lesson, revision session, exam or the small refectory 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 10 June?

After the 10 June students only need to be in school for exams, organised revision sessions or lessons where the exam is still to be sat.

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 Friday 24 June at Muncaster Castle, Ravenglass. 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 25 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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If you are happy that your child signs out of school during the school day after 10 June please complete the following consent form

Year 11 Consent Form

I give my permission for _____ (student name) to sign out of school during the school day following 10 June and am happy that they catch alternative transport rather than their usual school bus.

Signed: _____

Parent/Carer name: _____