

18 April 2018

SN/JB

Dear Parent/Carer

Study Leave and Exams

You will be aware that your son has been issued with his personalised statement of entry for his final examinations. To further support this preparation the final day of taught Year 11 lessons in school will be **Friday 11 May**. This means that from Monday 14 May your son will only have to be in school during his actual exams. I am confident that both students and staff have worked exceedingly hard to prepare thoroughly for the forthcoming exams and it would be salutary for your son to use his time judiciously at home to revise and prepare for the exams.

Please ensure that your son is aware of examination start times with the examination timetable clearly displayed at home (an updated version of your son's exam timetable has been issued and the full timetable is available on the school's website). Please be aware that exams are held in the Main Hall and the Sports Hall. If your son is going to arrive late to an exam (e.g. delayed transport) please inform the school **straight away**. In addition, if your contact details have changed recently, please inform the main office so that records can be updated. If your son is ill on the day of an exam, every effort should be made to attend the exam as examination boards will only give special consideration on the production of a GP's note.

During the period after their taught lessons have ceased, the majority of students and parents feel that it is appropriate to use the time when students are not in exams preparing at home and most feel confident that the time will be used constructively. However, if you do feel that it would be more appropriate for your son to complete his exam preparation at school, your son's timetabled teaching classrooms will be available prior to half term and after half term the Year 13 Study Room will be available. I must stress, however, that it will be expected that all students who use these facilities must arrive fully prepared to revise. Students will also be expected to remain on the school premises during break and lunchtimes. If a student's behaviour fails to meet the expectations of the school, the privilege of using the school facilities will be withdrawn. If your son would like to use these facilities on the day of an exam rather than during the whole of his study leave period he is welcome to do so. In either case, he must sign in/out at the school office, so that the registers are up to date, in the event of an emergency. If your son is planning to arrive for the exam and leave immediately afterwards, he will not be expected to sign in at the office, as a register of students will be taken in the exam hall. Please note that your son should be in **full school uniform** if he revising at school or attending an exam.

Some of the departments in the school will have provided a textbook for your son to aid him in his work; however, these are not only vital during the GCSE course but they are often essential when students are undertaking their final examination preparation. We expect that all textbooks will be returned during the Year 12 Induction Period. Those who are not attending this event should return them by **Wednesday 27 June**, which is the final day of the Year 12 Induction Period (books may be returned before this date if preferred). All textbooks should be returned to the main office, in a bag **which is clearly named**. Any issued textbooks that have not been returned by this date will be invoiced to cover the cost of a replacement. I would also encourage your son to return any textbooks that were not officially issued but may have been used to help him with his studies over the last two years.

It is expected that when waiting for an exam, whilst in the exam hall and when leaving the school grounds, all of the students will maintain a very high level of behaviour. The guidance booklet for students and parents clearly notes the expectations laid down by the Joint Council for Qualifications (JCQ), with which all students must be very familiar before the examinations commence.

The GCSE results will be issued on **Thursday 23 August** with the school opening at **8.30am**. The results should ideally be collected by your son, but if this is not possible and they are being collected by somebody else, a permission letter signed by your son (naming the allocated adult who will collect the results) should **be handed into the office in advance**. If the results need to be posted, a stamped addressed envelope must be given to the office and if, as a last resort, the results need to be given over the phone (e.g. away on holiday), this can only be done **after 11am**.

Finally, I would like to wish you and your son the best of luck during this busy and stressful period; however, your son will have a fantastic opportunity to enjoy an extended summer holiday when the exams have finished!

If you do have any queries, then please do not hesitate to contact the school.

Yours faithfully

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

Mr S Newell
Head of Year 11