

Year 11: Summer Term 2019

May 1st 2019

Dear Parent

As we approach the final weeks before Year 11 pupils start their GCSE examinations I am writing to ensure you are informed of the arrangements in place and would seek your support to ensure your child is fully aware of what is expected. At such an important time their attention needs to be fully focused on preparing for and completing their GCSE examinations to the best of their ability.

GCSE Examinations:

The written GCSE examinations for Year 11 commence on **Monday 13th May**, although some pupils may have practical examinations prior to this date:

- All pupils have been provided with a detailed examination timetable
- Pupils are expected to fully abide by the normal school rules during the examination period
- Pupils are expected to arrive for their examinations in good time and to be dressed in full school uniform
- If a pupil is late they will only be allowed to enter the exam room after the exam has commenced in cases where there is a good reason, such as difficulties with transport. Full examination time is discretionary according to the examination board regulations and the Examinations Officer will be able to make that decision on the day. In all cases you must telephone the school as soon as possible and give us your child's Estimated Time of Arrival
- If a pupil is unwell during an examination or absent through illness, it is usually within their interest to try and sit the examination in all cases. An application for special consideration can be made to the exam board, providing a medical certificate is sent into school within seven days. The certificate must be dated on or before the examination date
- Pupils are reminded they are responsible for bringing the appropriate equipment to each examination. This should include two black pens, pencil, ruler, eraser, protractor, compasses, highlighters, coloured pencils (and a calculator if appropriate). Pupils are not permitted to borrow equipment from another candidate once inside the exam room. The school is not required to provide exam equipment and may not be able to do so on the day
- The JCQ regulations state that any water bottles or pencil cases must be of clear plastic with no writing or labels. Any which have writing on will be removed by the invigilators
- Wristwatches of any kind are not allowed in the exam room. Clocks are hung around the exam room for timekeeping
- No mobile phones or smartwatches are allowed into an exam room. Any candidate found with one will be reported to the exam board and will normally result in a disqualification from that paper.

Attendance at school:

Pupils are expected to attend school as normal until **Thursday 23rd May**. From Friday 24th May onwards Year 11 pupils are only expected to come into school on days/times when they have examinations. They must always sign in at Pupil Services. Pupils are free to leave the school site

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upon completion of an exam, providing they sign out and assuming they have arranged transport home.

We would ask that pupils do not go into Stockbridge during the school day. A revision room will be made available in school for pupils who will be remaining on site.

In subjects timetabled towards the end of the examination period, their subject teachers may provide extra revision sessions and individual teachers will inform pupils of these arrangements.

Pupils may leave school officially on the day of their last examination, providing all books, library fines, equipment and locker keys have been returned and clearance forms have been completed and handed in to Mrs Juliff (Pupil Services).

Year 11 Prom:

The Year 11 Prom will be held this year at the Botleigh Grange Hotel on **Monday 17th June** from 7:00pm until 11:00pm. Details have been given out previously for pupils wishing to purchase a ticket. Pupils are responsible for organising transport to and from this venue.

Collection of Examination Results:

Examination results will be available for collection from the Main Hall from 10am until 11am on **Thursday 22nd August**.

Pupils may nominate a family member or other adult to collect results on their behalf by sending in a signed letter authorising such collection in advance. This needs to be addressed to 'The Examinations Officer' and handed to Pupil Services by **Friday July 12th**. It must state the full name of the person collecting their results who will be required to bring identification on the day. We are not permitted to give results over the telephone. Any results envelopes left uncollected will be posted second class on that afternoon.

Annual Presentation Evening:

The Annual Presentation Evening will be held on **Thursday 21st November**. A letter of invitation will be included when pupils collect their results in August. Should your address change, please ensure you inform the school.

We look forward to celebrating our pupils' success with them on this special occasion. I also take this opportunity to wish them well in their forthcoming examinations.

Should you have any further queries regarding the above please do not hesitate to contact Mrs Osborne (Year 11 Co-ordinator) or Mrs Fraher (Examinations Officer).

Yours sincerely

Miss L Hiscock
Headteacher

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