

April 2016

Dear Parent/Carer and Year 11 Student

FINAL ASSEMBLY

Our Year 11 students' last timetabled day in school will be **Thursday 12 May 2016**. There will be a final assembly held with an anticipated departure around 10.45 am. It has become a custom for students to have friends sign their shirt on the final day of formal lessons and permission is given to do so this year.

The final day should be an enjoyable occasion for all students regardless of whether they are moving on to pastures new or progressing into the Sixth Form. Any inappropriate or inconsiderate behaviour in the lead up to, or on Thursday 12 May 2016, will not be tolerated but dealt with seriously. I trust that your son/daughter will act in an appropriate and mature fashion so that the occasion is not tarnished in any way. Students are also required to wear full school uniform right through to the end of the exams; any students not doing so will be asked to go home and change.

EXAM LEAVE

Once public examinations have begun, students are not expected in school for lessons and are granted Exam Leave with parental permission. This year, Exam Leave will start on **Friday 13 May 2016** but teachers will continue to be available during normal timetabled lessons until half term for revision. **Please return the completed slip at the bottom of this letter indicating whether or not you wish your child to have Exam Leave by Tuesday 3 May 2016.**

TUESDAY 21 JUNE 2016 – CLEARANCE

All Year 11 students 'clear' school on **Tuesday 21 June 2016 from 1.55pm** in the Assembly Hall. During the afternoon **all** students must carry out a '**clearance**' procedure for the end of their courses. There are different clearance forms for those returning to school, and for those leaving school but both require the student to return all books to teachers and to the library, pay any outstanding fees, complete a curriculum vitae etc. **(If you are unsure about returning/leaving school, please complete the returners' clearance form).**

All students must complete this clearance procedure. Failure to do so may lead to a delay in receiving examination results. Those students returning to the Sixth Form and therefore attending the Induction on **Wednesday 29 June** and **Thursday 30 June** will not be allowed to do so until they have cleared.

STUDENTS MUST NOT INTERRUPT LESSONS. NOR SHOULD THEY GO TO THE STAFF ROOM AT BREAK OR LUNCH TIME IN AN ATTEMPT TO RETURN BOOKS

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GCSE EXAMINATIONS

STUDENTS MUST WEAR FULL SCHOOL UNIFORM FOR ALL THEIR EXAMINATIONS AND ON CLEARANCE DAY ITSELF

Students must be at the exam venue **fifteen minutes before the start time**. Dates of all exams were issued to students in December. Each student has received an individual statement of entry with dates and times of exams. Students should check the notice boards by the Hall at school for the venue of each exam.

Results of **GCSE** exams are due to be received in school on **Thursday 25 August 2016**. Students may **EITHER** come in to school to collect their results on this day between **9.00 am** and **11.00 am** or leave an A4 first class stamped and addressed envelope with Mrs Colls before the end of term. If a parent or other person is collecting the certificates on behalf of the student, they must provide a letter of authorisation signed **by the student and bring ID**.

Examination certificates are not usually received until **November**. Students who will be leaving school can receive certificates at the Presentation Evening in December or collect them from reception. If a person other than the student comes in to collect the certificates, they must provide a letter of authorisation. Certificates can be sent by **recorded delivery**, but only on request, and at your expense.

If you wish to discuss any of these details, please do not hesitate to contact Mrs Colls, the Examinations Manager.

POST GCSE ADVICE

Staff will be available in the hall to speak to students and give advice on the morning of results day. In addition, Mr Atkinson will be available in the library from 1.00pm - 4.00pm for any students who need to discuss Sixth Form options post results. Please note that it is unlikely that you will be able to see staff at other times as the school is still closed for summer holidays. We would also ask you to note that the office is not staffed during the holidays and **emails and phone messages will not be received until term begins**.

All the staff wish you the very best both in the forthcoming exams and for the future.

Yours sincerely

Ms E Cleverly
Head of Year 11

Mrs A Colls
Examinations Manager

Return to: Form Tutor → Ms Cleverly, Head of Year 11 by Tuesday 3 May 2016

Student Name: _____ Form: _____

I **am / am not*** prepared to allow my son/daughter to carry out home Exam Leave commencing Friday 13 May 2016.

(* please delete as applicable)

Signed.....Parent/Carer Date.....