



April 2018

Dear Parent/Guardian

Re: Year 11 Preparation for Final Exams

I write to you with information regarding your son/daughter's final GCSE exams. The following should help you in supporting your son/daughter in the period leading up to this vital time.

Exam Timetable

Your son/daughter has had a personalised exam timetable. If you require another copy please contact Miss Taylor, our Exams Officer.

Morning exams start at 9:00am and afternoon exams start at 1:30pm. Students should arrive in school no later than 15 minutes before the published start time.

Lessons

Lessons will continue until normal up to Thursday 14 June 2018 - all students have a Physics exam on 15 June. Students are expected to attend all lessons up to and including Thursday 14 June. We will rearrange lessons up to that date to ensure students have as many revision sessions with their teachers as possible.

Any absence from revision lessons will be treated as unauthorised absence and will result in appropriate action being taken by the Attendance Officer.

Exam Revision

Revision is vital if students are to do themselves justice in exams. From mid-February, students should be completing several revision sessions a week, with sessions lasting approximately 90 minutes.

- Ensure revision is in a quiet place, away from distractions.
- In the exam period try to ensure students are having a substantial period of sleep, research has shown this has a significant impact. The negative effect of using devices such as mobile phones late at night may be something you wish to raise with your son/daughter.
- Make sure students actively revise rather than just read through notes. Successful strategies include:
 - Attending revision sessions in school.
 - Making notes on notes.
 - Making revision cards.
 - Putting key information on post-it notes and putting these around a room.
 - Making a mindmap of a topic.
 - Using past papers.
 - Using websites including BBC Bitesize, MyMaths and the PIXL Maths App.

Equipment

Please ensure that your son/daughter has, as a minimum, the following equipment before leaving for each exam. Equipment should be kept in a transparent pencil case:

- 2 Black Pens
- 2 Pencils
- Ruler
- Rubber
- Pencil Sharpener
- Calculator with Spare Batteries for exams where a calculator is allowed.
- For Maths exams - Protractor, Pair of Compasses.
- For DT exams – 6 Colouring Pencils



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Students can purchase a clear pencil case containing the above equipment from Student Reception at a cost of £1.50. Students should also bring in a clear water bottle (with label removed). If a student has an exam clash they should bring refreshments to consume during their supervised break between exams.

Clubs, Activities and Part-Time Jobs

Everything does not need to stop for exams. Healthy lifestyles and relaxing activities are to be encouraged and should continue. However, over the 5-6 week period from Friday 5 May, social events may need to be cut back. Most responsible local employers understand and support requests to take a break or to greatly reduce work hours.

Uniform

Students must wear full school uniform for all exams. Students not wearing school uniform will not be admitted to the exam room.

Exam Conduct

Communication and/or data storage devices such as mobile phones and iWatches are not allowed in examinations. If these are brought to school they should be switched off and left in your son/daughter's bag outside the exam room or handed to the exam invigilator on arrival at the exam room. Students must not communicate in any way whatsoever once inside an exam room. Any breaches of these regulations must be reported to the examination boards by the school and may possibly result in disqualification.

'Information for candidates for written examinations' is available to view on the school website under "students". It is very important that your son/daughter reads this information prior to the commencement of exams and follows the instructions contained therein.

Books and Equipment

Please ensure any books or equipment is handed back to subject teachers by the end of the exam period. We will not issue exam certificates to students who have books or equipment belonging to the school.

Leavers' Assembly

This will take place between 8:30am and 10:15am on Wednesday 27 June 2018 at 9:00am in the upper school hall. The dress code is smart casual. This is a poignant final opportunity for students to be in school together for the last time to say a fond farewell to friends and staff.

Prom

The Prom will take place at Haselbury Mill on Thursday 28 June 2018 and entry is strictly by ticket only. The start time is 7:30pm, although students may arrive from 6:30pm for photos, and the event will finish at 10.30 pm.

Alumni Network

We use our alumni network to inform members of our community of the successes of former students and sometimes for selecting guest speakers and mentors for lessons, assemblies and events. Please encourage your son/daughter to sign up to this network. Alumni are informed of key information via our dedicated alumni Facebook page.

GCSE Results Day

GCSE results will be available in school from 9:00am on Thursday 23 August 2018. If your son/daughter is unable to collect them in person we will need a letter from them by Monday 16 August 2018, addressed to Miss Taylor, Exams Officer, advising us of who will collect the results on their behalf. That person will be expected to provide ID before we hand over your son/daughter's results.

GCSE Results Evening

This is planned for Wednesday 14 November 2018 at 7:00pm in the Lower School Theatre. Certificates can be collected at this evening and awards will be made in several categories. This will be an opportunity for students to meet up again with friends. Final details will be confirmed by letter closer to the time.

Finally, I know I speak for all my colleagues in saying that this has been a delightful group of young people to work with and we wish them all the very best over the next few months.

Yours faithfully



Mr C Hunt
Principal