

2nd April 2008

Dear Parents/Guardians

YEAR 11 ARRANGEMENTS AND PUBLIC EXAMINATIONS – SUMMER 2008

Students in Year 11 are now approaching their GCSE examinations and we are writing to give you information about these and events surrounding them.

After **the end of Term 5 (Thursday 22nd May – the following day is an INSET day)** students will be permitted to study at home, coming into school for their examinations or when required by a particular department.

Each student is in the process of receiving a copy of his/her own final examinations timetable and is responsible for punctual attendance at the correct time and place. Candidates should arrive at least 15 minutes before the published start of any examination, ie 8.45am for the morning session and 1.15pm for the afternoon session. Some subjects, such as Modern Foreign Languages, have different start times and venues so students need to please check their timetables.

Absence

Absence must be explained immediately by a telephone call to the school getting a message to Mrs Barker, the Examinations Officer, and needs to be supported by a Doctor's certificate which is required for all non attendance due to illness. This should be obtained as quickly as possible and then sent to the examinations office. Unexplained absence will result in the fees being charged to parents.

Dress Code and Expectations

All students must continue to wear **full school uniform** including footwear during the examinations. Please note that offenders will be sent home to change. There are strict guidelines laid down for public examinations by the Examining Board and a set procedures for disciplinary matters arising from inappropriate behaviour in the examination room. It is possible for a student to be disqualified from all of their examinations if staff or invigilators discover that communication with others has taken place. We therefore expect the highest standards of behaviour from students during this period.

Personal Possessions

All writing equipment must be in a transparent container. No personal possessions are allowed in the exam room, but if students need to bring any money into school it should be placed with the writing equipment. Mobile phones **MUST NOT** be brought into school. No responsibility can be taken for possessions that are left in the cloakroom areas. Water in a clear plastic bottle may be taken into the examination hall.

PTO

Results

GCSE results are expected on **Thursday 21st August**. Students may either collect their results from **school** between **10.00 am and 11.00 am** or receive them by post. If results are to be posted home, a stamped, addressed envelope should be given to Mrs Barker before the end of the examination period. **Telephone enquiries cannot be accepted.**

Year 11 Breakfast and Final Assembly/Clearing Day – Monday 23rd June

GCSE examinations for most students finish by the 20th June. On Monday 23rd June students should report to the School Hall at 9.15am for the Final Assembly and Breakfast. This occasion is a non school uniform event. Immediately following this will be the time when students return all textbooks and library books. A member of each department will be represented to receive books and sign clearance forms which will be issued on the day. If students are not able to make this date then they need to see their Head of House in the first instance in order to arrange for this to take place. This is the day of the Year 11 Ball (see separate letter) at Ashton Court and tickets for the Ball will be issued only when the sheet is returned completed to the appropriate Head of House. Please note that students will not be able to get onto the coaches for the ball unless a ball ticket is seen.

Sixth Form Induction

Sixth Form Induction Day is Tuesday 15th July. This event is important for those intending to return in September and should be noted in diaries.

Finally, we should like to take this opportunity to wish all our candidates well in their forthcoming examinations.

Yours sincerely,

G J Beynon
Assistant Headteacher (Data and Assessment)