

16 May 2017

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Dear Year 11 Parents

As you will be aware, the examination season has begun and Friday 26 May is the final day of normal lessons for Y11. It has become a tradition for students to sign each other's shirts at lunchtime on their **final day** and a spare shirt should be brought in for this purpose. After school, students may change into their own clothes for a barbeque (with bouncy castle) until about 5.00 pm.

After the half-term holiday, students will be allowed some **study leave** (but this needs to be requested by this Friday 19 May) and you will be informed whether this has been granted before half term. Students remaining in school will be registered as usual and normal lunchtime arrangements apply (ie students may not go into town). **Full school uniform** must be worn whenever students are in school (for examinations, revision periods and Y12 Induction Day).

Water may be taken into the examination room in clear plastic bottles only but on no account must **mobile phones or any electronic communication devices** be taken into the room. Correction fluid/pens are not allowed and students must write in black ink only.

May I remind you that external examinations are on set days and at set times and cannot be rearranged. **If your son or daughter is ill** on the day of the examination, you must contact me as soon as possible and I will advise you as to what you need to do next. If at all possible, students are encouraged to sit the examination as, for most examinations, absence from any paper will mean that a grade cannot be awarded. The examination board will take into account the fact that the student was ill and, particularly at the borderline of grades, are likely to mark in the student's favour. If a student misses an examination without good reason, you will be invoiced for the cost of the examination.

GCSE results will be available on Thursday 24 August. They may be obtained *in person* at the school office between 9.30 am and noon or *by telephone* – ring 01507 462403 – between 10.30 am and noon, or *by post* – please leave a stamped, addressed envelope at the school office. Mrs Daniels (new Head of Sixth Form), Miss Allen and I will be available to discuss post-16 options on results day and your son or daughter should confirm with us on 24 August that they wish to enter our sixth form. Examination certificates do not generally arrive until November. Their collection is your son or daughter's responsibility and they must be collected by the end of January 2018. There will be occasions when original certificates must be produced, so we would strongly advise students to store them in a place of safety, as originals cannot easily be replaced if lost.

Year 12 Induction Day is on Friday 30 June and further details will be distributed by Miss Allen before half term. **Full school reports** will be issued on Friday 26 May. **Locker keys** should be returned after exams and any time until Year 12 Induction Day. As long as lockers are clean and undamaged, the full deposit of £5 will be returned. **Text books** must be returned and we suggest this is done on the day of the last examination for each subject.

We wish Year 11 every success in their examinations and thank you for your support. Please do not hesitate to contact us if you have any queries about the examination procedures or study leave.

Best wishes



Miss A Francis
Headteacher