

Our Ref: 064 14

7<sup>th</sup> May 2014

Dear Parent/Carer

### **Arrangements for Year 11**

Following discussions within school, we have made some slight changes to the arrangements for Year 11 Study Leave this year. I am writing now to let you know what will happen, and also to advise you about arrangements for the exams themselves.

#### **Study Leave arrangements**

- The traditional Year 11 Leavers' Buffet takes place today, Wednesday 7<sup>th</sup> May. As in previous years, your son will then be dismissed early from school, allowing enough time for him to go home and return with you to the Record of Achievement Service at 7:00pm in St Anne's Church (please arrive no later than 6:45pm). This is an important occasion celebrating the success of our students and we would be delighted to see you if you are able to attend.
- Lessons will continue as usual until **Friday 16<sup>th</sup> May** – somewhat later than in previous years. Where GCSE exams have been scheduled, boys will obviously attend these; at all other times, they will be in their regular lessons (even though in some cases, classes will be depleted). Attendance at school until Friday 16<sup>th</sup> May remains compulsory.
- From **Monday 19<sup>th</sup> May**, boys may choose to study at home when they do not have exams. Alternatively they may continue to attend lessons in school; teachers will be available in the normal classrooms whenever they are timetabled to teach Year 11 until the last exam in their subject. Registers will be taken in lessons. Please take the opportunity to discuss with your son how best he can revise during this period (*ie* at home or at school); I would think that for many (but not for all!), the regular routine of school lessons, and regular access to subject specialists, will help them revise thoroughly.

#### **Exam arrangements**

- When they have examinations in school, students should assemble in the covered way at 8:45am for morning examinations and 12:45pm afternoon examinations.
- Full school uniform must be worn whenever students are in school – including in exams.
- If there is any reason why your son may not perform at his best on a given day (*eg* he suffers from severe hay fever or other medical impairment, in which case medical evidence will be required, or there has been a death in the family), please get in touch with our Examinations Officer, Mrs Anders (extension 211) as soon as possible, as the Exam Boards may make allowances in some cases if we let them know.
- GCSE results will be available in school from **08:00am** on the morning of **Thursday 21<sup>st</sup> August**. In a departure from previous arrangements, Sixth Form registration will begin that afternoon; we will write to you with more details about this in due course.

On behalf of the all the staff, I would like to wish all Year 11 students every success in their forthcoming examinations and hope they enjoy a restful break at the end of the ordeal. I know from first-hand experience (my elder son is taking his Key Stage 2 SATs next week) that examinations can be stressful for both students and families alike. If you would like support at this time – either for yourself or for your son – or if there is any other way in which we can assist you, please do not hesitate to get in touch with Mr Harrison, our Head of Year 11 (extension 240), or myself.

Yours faithfully



**Mr S Brierley**  
**Principal**