



10 May 2018

Dear Parents

Year 11 GCSE Examinations

With the GCSE examinations imminent I would like to give you some guidance for the next few weeks

The examinations begin in earnest on Monday 14 May and run until Thursday 21 June. During this time all students need to follow the school rules regarding behaviour and uniform as well as the QCA guidance on examination protocols. Any breach of school rules and/or examination regulations may result in removal of the end of year privileges such as the Prom or Alton Tower visit. Furthermore, any breach of examination regulations is a serious offence and could result in disqualification from examinations.

Please check with your child, the dates and times of their specific examinations detailed on their individual timetables which have been previously issued. Please also check ahead to the following day to support them through the process. For information, the summer examination timetable is on the school website under – Information – Exam information and dates – summer 2018 exam timetable. If you have any concerns, please contact the school immediately.

In the event that your child is unable to attend the school on the day of an examination, please contact the school immediately. Any examinations that are missed for non-specified or unacceptable reasons under the examination board's guidance will be charged to the student.

Study leave

Due to the intensity and regularity of the examinations, students must be in school for all lessons until after the May half term. From Monday 4 June students will be expected to attend the school for their examinations only, however if they wish to remain in school they will have to sign in and we will provide normal timetabled lessons for them.

GCSE results day – Thursday 23 August

The school will open from 9am – 11am on Thursday 23 August to provide students with their results. If your child is unable to collect their results in person, there are two options available:-

- Leave a stamped addressed envelope with the Examinations Office before 13 July 2018 for results to be posted
- Complete a results collection form for a nominated family member to collect results on the student's behalf

Please note: we do not email or telephone results to students. If your child intends to return to our Sixth Form, they will have a brief interview on Results Day to finalise subject choices for September 2018. They will also receive details of start dates, times and induction programme.

Certificates

Certificates will be issued towards the end of 2018; initially at Senior Awards Evening or thereafter can be collected in person from school. Certificates are not automatically posted unless the cost of postage is paid in advance.

I would like to wish our students (and their families) the very best for the next 5 weeks.

Yours sincerely

Mr Paul Betts

Associate Assistant Headteacher/Senior House Leader