

## Year 11: Summer Term 2024

March 2024

Dear Parent/Carer

As we approach the final weeks before Year 11 pupils start their GCSE examinations, I am writing to ensure you are informed of the arrangements in place and would seek your support to ensure your child is fully aware of what is expected. At such an important time their attention needs to be fully focused on preparing for and completing their GCSE examinations to the best of their ability.

### GCSE Examination Procedures:

The written GCSE examinations for Year 11 commence on Friday 3<sup>rd</sup> May, although some pupils may have practical examinations prior to this date:

- All students have been provided with a detailed examination timetable.
- Students are expected to fully abide by the normal school rules during the examination period.
- Students are expected to arrive for their examinations in good time and to be dressed in full school uniform.
- If a student is late they will only be allowed to enter the exam room after the exam has commenced in cases where there is a good reason, such as difficulties with transport. Full examination time is discretionary according to the examination board regulations and the Examinations Officer will be able to make that decision on the day. In all cases you must telephone the school as soon as possible and give us your child's Estimated Time of Arrival.
- If a student is unwell during an examination or absent through illness, it is usually within their interest to try and sit the examination in all cases. An application for special consideration can be made to the exam board, providing a medical certificate is sent into school within seven days. The certificate must be dated on or before the examination date.
- Students are reminded they are responsible for bringing the appropriate equipment to each examination, this should include at least two black pens, pencil, ruler, eraser, protractor, compasses, highlighters, coloured pencils (and a calculator if appropriate). Students are not permitted to borrow equipment from another candidate once inside the exam room. The school is not required to provide examination equipment and may not be able to do so on the day.

- The JCQ regulations state that any water bottles or pencil cases must be of clear plastic with no writing or labels. Any which have writing on will be removed by the invigilators.
- Wristwatches of any kind are not allowed in the exam room. Clocks are hung around the exam room for timekeeping.
- No mobile phones or smartwatches are allowed into an exam room. Any that are found will be reported to the exam board and will normally result in a disqualification from that paper.

### **Exam Booklet**

An exam booklet is available on our website and students will be given a hard copy before Easter.

### **Attendance at school**

Students are expected to attend school as normal until Friday 14<sup>th</sup> June, with the exception of Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> June when they may remain at home to study. From Monday 17<sup>th</sup> June onwards Year 11 students are only expected to come into school on days/times when they have examinations. They must always sign in at Pupil Services. Students are free to leave the school site upon completion of an exam from Monday 17<sup>th</sup> June providing they sign out and have arranged transport home.

We would ask that pupils do not go into Stockbridge during the school day. Students remaining in school should attend their usual timetabled lesson when not in an examination.

In subjects timetabled towards the end of the examination period, extra revision sessions may be provided by their subject teachers and individual teachers will inform students of these arrangements. Students may leave school officially on the day of their last examination, providing all books, equipment and locker keys have been returned.

### **Year 11 Prom:**

The Year 11 Prom will be held this year at the Norton Hotel on Thursday 20<sup>th</sup> June from 6:00pm until 10:00pm. Details have been given out previously for students wishing to purchase a ticket. Students are responsible for organising transport to and from this venue.

### **Collection of Examination Results:**

Examination results will be available for collection from the Main Hall from 10am until 11am on Thursday 22<sup>nd</sup> August. Students may nominate a family member or other adult to collect results on their behalf by sending in a signed letter authorising such collection in advance. This needs to be addressed to 'The Examinations Officer' and handed to Student Services by Friday July 12<sup>th</sup>. It must state the full name of the person collecting their results who will be required to bring identification on the day. We are not permitted to give results over the telephone. Any results envelopes left uncollected will be posted 2nd class on that afternoon.

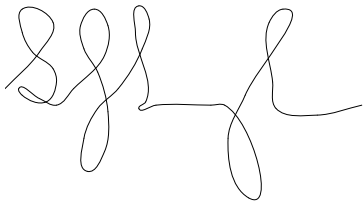
### **Annual Presentation Evening:**

The Annual Presentation Evening will be held at a date to be arranged in November. A letter of invitation will be included when students collect their results in August. Should your address change, please ensure you inform the school.

We are anticipating a good set of GCSE results this summer and we look forward to celebrating the students' success with them. I also take this opportunity to wish them well in their forthcoming examinations.

Should you have any further queries regarding the above please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S J Langdown', with a stylized, cursive script.

Mr S J Langdown  
KS4 Progress Leader

