



KING EDWARD VI SCHOOL

LICHFIELD

To Parents of Year 11 students

March 2016

EXAMINATION LEAVE

Dear Parent

Your son/daughter may have spoken to you about study leave during the GCSE examination period. In assembly yesterday we explained to students that the school remains responsible for their learning until the national school leaving date at the end of June. However, as in previous years, after **Friday 27 May** students in Year 11 will have leave to study at home in order to prepare for their examinations. Whilst it is expected that the great majority of students will use the time wisely at home, we also offer a study facility at the school for those who wish to take advantage of this opportunity. The Library Resource Centre will be available for individual study, during lesson times, to students who have **booked at least one day in advance**. As an alternative to the LRC when it is not available, students will be allowed to use Q Block Dining Area.

During study leave, subject staff will be running a variety of revision activities to support students as they approach their final examination papers. Therefore, it may be that students are required to attend school for such additional sessions during the study leave period. Subject staff will publish details directly to the students concerned and details of those sessions will also be published on the website.

Formal written exams begin on Monday 16 May this year although many students will have already completed Art or their first Product Design examination in addition to their Controlled Assessments across a number of subjects. During the first two weeks of the examinations most students will attend normal lessons or specific revision sessions alongside their formal examinations. All staff will continue to support students in their preparation for examinations.

In addition, this year we will offer the opportunity for additional early study leave to some students where staff have confidence that their positive attitude to learning in school and at home will enable them to complete effective revision independently. This is not an entitlement and students need to accept that the school cannot authorise off-site study leave without full confidence of the arrangements in place. It is also important that you are happy as a parent for this to take place.

At the end of April, students will receive one of two letters:

- **Access to early study leave** – students will be given the option to study at home from an agreed date after Monday 16 May and attend school for examinations plus some lessons as appropriate. Clear guidance will be given about protocols for this as both school and parents need to be confident in these arrangements and parents will need to sign to give permission. All lessons will run as normal during this time and students will be actively encouraged by members of staff to attend where revision activities will be particularly beneficial for them.

Headteacher: Ms J Rutherford BA (Hons)

Upper St John Street, Lichfield, Staffordshire WS14 9EE

Telephone: (01543) 421250/255714

E-mail: office@kingedwardvi-lichfield.staffs.sch.uk

Web: www.keslichfield.org.uk

- **Access to study leave after Friday 27 May** – students will be expected to attend school as normal for supported revision during the first two weeks of the examination period. Lessons will run as normal and activities will be tailored to supporting revision for upcoming examinations. All students are expected to attend and allowances will be made for formal examinations which take place during this period. Any unauthorised absence during this time could unfortunately mean that students miss out on some of the leavers' activities.

We recognise that this is a pressured time for students and we seek to support them in their learning. Revision, done effectively, is tiring but very productive. Please encourage your son/daughter to discuss their plans with you and to seek advice if they are struggling to establish positive work habits. They also need to be getting plenty of sleep and taking some time to relax over the holidays.

I will be writing to you shortly after the holidays to clarify the arrangements for examinations, leavers' activities, the Prom and results day. We look forward to celebrating with the students once all the hard work is done.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jane Rutherford'.

Jane Rutherford (Ms)
Headteacher