



KING EDWARD VI SCHOOL

LICHFIELD

To Parents of Year 11 students

April 2015

Dear Parents

ARRANGEMENTS FOR THE EXAMINATION PERIOD **IMPORTANT INFORMATION FOR PARENTS AND STUDENTS**

The examination period for Year 11 students is already upon us, with many students already having taken controlled assessments and some practical examination papers. Currently in lessons, students are completing their work and beginning revision programmes to ensure that they are well prepared for their final papers. I would like to take this opportunity to wish all students every success in this summer's examinations and I look forward to seeing them on **Thursday 20 August** – GCSE results day.

EXAMINATION LEAVE

After **Friday 22 May** most 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 are also offering 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 current sessions are also published on the website.

The following sessions will take place for all students during the school day prior to study leave

- Monday 18 May (am) – English (combined GCSE) revision sessions taking place during the English Literature examination
- Friday 22 May (am) – English (combined GCSE) revision sessions taking place during the English Literature examination

During the first two weeks of the examination season whilst the students are still in school there is an examination that will finish during the last period of the school day. On this day examination candidates will be allowed to leave school at the end of the examination. The finish time of this will be approximately 3:00pm. The examination involved is Geography GCSE on Tuesday 19 May. Students unable to make their way home should report to The Library Resource Centre.

All Year 11 students remain members of the school until the national leaving date of **Friday 26 June** and there will be opportunities for them to see teachers during this period. As such, they must continue to abide by our rules, **including the wearing of uniform on all occasions when they are in school**, and cannot take up employment until after that date. Many, of course, will be joining us again in Year 12 and so will remain part of the school community.

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To Parents of Year 11 students

YEAR 11 GROUP PHOTOGRAPH

The formal photograph for Year 11 students will be taken on Thursday 7 May. The year group photograph is a great memento of the year group's time in school and is usually much treasured by the students. Therefore, we would ask that all students wear the **full school uniform** and not the summer uniform ie a white shirt and tie with blazer rather than the blue polo shirt. The photograph will be available for purchase from school later in the term.

ARRANGEMENTS FOR FRIDAY 22 MAY 2014

- English Literature examination OR English (Combined GCSE) Revision session until 11am
- 11:10am onwards - Refreshments for Year 11 in Bader Bistro
- 12:10pm – Leavers Assembly in Bader Hall.
- Students will be dismissed from school at approximately 1:20pm as soon as the assembly is completed.

It is our hope and intention that the final day will be an enjoyable event at which students are able to say goodbye to their teachers and friends before the intensive examination period begins. In order to ensure that this is the case, the highest standards of behaviour and school uniform are expected on this day. Students who behave inappropriately will be supervised by a senior member of staff, until their parents arrive to take them directly home. There are also A-level examinations taking place throughout the day and all students need to be considerate of others.

In previous years we have encountered some difficulties with students wanting to sign each other's shirts in the days leading up to study leave. We recognise this as a rite of passage but do have concerns about the difficulties it can cause during normal lesson times or when public examinations are underway. In addition to this it is not always a helpful example to younger students. Where students want to have their shirt signed they may do so but only after 11am on Friday 22 May. **If they wish to do this, they should bring a spare shirt into school with them to change into or to put over the signed shirt before attending the formal Leavers' Assembly. Students will not be allowed into this assembly if their uniform is unacceptable.**

Finally, we would ask that students do not bring their bags with them to school on their final day – they will not need them.

IMPORTANT INFORMATION CONCERNING ALL STUDENTS TAKING PUBLIC EXAMINATIONS

At the beginning of the school year all examination candidates were emailed a link to the "JCQ Notices to Candidates" on the school website (www.keslichfield.org.uk). If they have not read this they must do so before they sit their written examinations. This can be found on the website under "Document Downloads", "Information for Candidates" "Information – Written Tests". **THESE INSTRUCTIONS ARE IMPORTANT AND SHOULD BE READ CAREFULLY.**

Examination Candidates will also receive a briefing during assembly on Tuesday 28 April. If your son/daughter is absent they should contact Mrs James in the Examinations Office on their return to school.

As some of the examinations finish after the end of the normal school day, it is the student's responsibility to make arrangements for safe travel home.

It is the responsibility of each candidate to familiarise him/herself with the dates and times of examinations. The published starting times for examinations cannot be delayed for those late in arriving. Morning examinations all start at **9.00am**. Afternoon examinations all start at **1.30pm**. Candidates should be waiting outside exam rooms **at least 20 minutes before the start time**. It is the student's responsibility to ensure that they have with them all equipment they may need during the examination. Students must attend all examinations in school uniform.

To Parents of Year 11 students

Students have all been issued with an individual timetable including the dates, times and rooms of examinations. They should bring this with them to school on each occasion to avoid any confusion. There is a general examination timetable on the school website which shows the date and time of each examination. If, for any reason, a student misplaces their individual timetable they should visit the exams office well in advance of their next examination to check any queries over rooming arrangements.

Students know that they must behave appropriately during examinations. Any form of behaviour, in or around the examination room, which risks distracting other candidates will be dealt with promptly and as a matter of the utmost seriousness. Should this occur, I will invite parents of the individual concerned to come to see me to discuss the basis on which any further examinations might be taken.

Absence

If a student misses an examination due to illness, a telephone call to the school should be made as soon as possible on the day of the examination concerned. A doctor's note will be required.

- Any student who misses an examination for an unacceptable reason will be expected to pay the entry fee for that subject. A bill will be sent directly to parents.
- Should a student not present him/herself for an examination paper at the time required, a member of the Examinations team will telephone home to check the student's whereabouts.

ARRANGEMENTS FOR HANDING IN TEXTBOOKS

The official date for handing in school books, locker keys and materials is **Friday 26 June - Periods 1 and 2 – Q Block Dining Area**. It is important that all materials are returned and we will need to issue charges for any school materials which students do not bring back. Year 11 students do not need to wear school uniform on this day.

PUBLICATION OF EXAMINATION RESULTS

GCSE: Thursday 20 August 2014
9:00am to 12:00pm in the Library Resource Centre

Those students who wish to have their examination results posted must provide a stamp (which will be attached to a pre-prepared envelope) to the Exams Office before the summer holiday commences. If a student wishes someone to collect results on their behalf (e.g. a parent or relative) they must send them with a signed letter of authorisation. Without this results cannot be given under any circumstances.

Students who have concerns regarding their examination results and their application to return to the Sixth Form must speak with Mr Butler (Head of Sixth Form) or another member of staff on the results day. For students who receive their results by post, a note explaining the arrangements will be issued with the examination results.

Please remember also that the Staffordshire Careers Service (Entrust) will be open during the holiday if advice is needed about careers once results have arrived. The Centre is located in Minster Hall, Dam Street, Lichfield WS13 6AE. You do not need an appointment – just turn up and somebody will see you. If you prefer to telephone, the number is 01543 510683.

To Parents of Year 11 students

YEAR 11 PROM

I would also like to take this opportunity to inform you of the final details for the Year 11 Prom, which is being held at Drayton Manor Park on Wednesday 24 June. The Prom starts at 7:30pm and will come to a close at 11:30pm. Drayton Manor Park itself is fairly easy to find, as you quickly pick up the brown direction signs as you head towards Tamworth on the A51. Once you enter Drayton Manor Park the venue is directly ahead of you. There is a driveway to the Tower Ballroom entrance, so students can be dropped off in style. Parents are more than welcome to join us at the start of the evening to take photographs of their son/daughter as they arrive.

We have a professional photographer who will be taking individual and group photographs during the early stages of the evening. Students will be able to purchase a disc of the photographs. Further details will be shared by the Prom Committee.

A buffet meal including hot and cold food will be provided. The buffet selection accommodates those who prefer vegetarian food. Students will have to purchase their own drinks from the non-alcoholic bar. Apart from buying drinks, there is no need for students to bring a great deal of money with them.

The Prom is one of the highlights of the year for both students and staff. As such we expect the best possible conduct from students in order to promote the appropriate atmosphere. Students who we suspect to be under the influence of alcohol or who misbehave during the evening will be refused admission or sent home. Parents will be contacted and asked to collect them.

I would like to thank the members of the Prom Committee who have put a tremendous amount of time and effort into ensuring that everyone has a night to remember.

Lastly, I wish to take this opportunity to wish your son/daughter well. I know that you will support our work to ensure that the examination period runs very smoothly.

I look forward to seeing you at the Presentation Evening which will take place during the Autumn Term of 2015.

Yours sincerely



J Rutherford (Ms)
Headteacher