



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

May 2022

Dear Parents/Carers,

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

The examination period for Year 11 students is upon us, with students already having taken controlled assessments and some practical examination papers. In lessons, students are currently completing their work and beginning revision programmes to ensure that they are well prepared for their final exams. We would like to take this opportunity to wish all students every success in this summer's examinations and we look forward to seeing them on **Thursday 25<sup>th</sup> August** – GCSE results day.

### **EXAMINATION LEAVE**

Examinations start in the week beginning 16<sup>th</sup> May, during this time lessons will continue around examinations with a focus on revision. All lessons will either be focused revision sessions or a quiet space for students to revise. During this time in school there will also be some off timetable revision sessions in the afternoons before major examinations. The details of this will be shared with students in the next few days.

After the English Literature examination on **Wednesday 25<sup>th</sup> May** students in Year 11 will have leave to study at home 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.

All Year 11 students remain members of the school until the national leaving date at the end of 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.

### **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](http://www.keslichfield.org.uk)). They should ensure that they are familiar with this for their written examinations. This can be found on the website under "School Life – Examinations – Written examinations". **THESE INSTRUCTIONS ARE IMPORTANT AND SHOULD BE READ CAREFULLY.**

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 **1:15pm**. 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.

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 in the Sports Centre 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, parents of the individual concerned will be invited into school to discuss the basis on which any further examinations might be taken. In cases where there is thought to be misconduct within the exam room we are required to report this to the examination board which could result in disqualification.

I would like to remind you that exam contingency day is Wednesday 29 June. This day may be used in the event of a national emergency meaning that a day's exams have to be cancelled throughout the country. Candidates should therefore ensure they are available in the unlikely event that the boards take the decision to use this day.

### **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. Please speak to a receptionist, do not call the absence line as the receptionist will be able to relay a message to the examination team. Candidates and parents/carers will be required to complete a self-certification form as evidence of absence due to illness.

Students should follow UKHSA Guidance as of 1 April 2022 for people with symptoms of a respiratory infection including COVID-19. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend. It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional. However, if a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

- 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.

### **Results Days**

GCSE results day is Thursday 25 August 2022. Results may be collected from the Sports Hall as follows.

9.00am Surnames A-D 9.30am Surnames M-R

9.15am Surnames E-L 9.45am Surnames S-Z

Senior staff will be available in the Sports Centre to discuss post results issues on results day. Post results services such as a review of marking, clerical check or access to scripts can be requested via the Exams Office on results day or on our return to school in September. Further details of the associated fees and how to request these services will be issued with results slips and on the Exams Page of our website.

### **If you cannot come into school on results day**

You can ask to receive your results in a different way in advance. These requests must be made by the student only, **not** parents / guardians.

You can name someone else to collect your results for you (ID must be shown by collector). Students should make requests giving their permission for another named individual to collect their results in one of the following ways:

- Email [examsinfo@keslichfield.org.uk](mailto:examsinfo@keslichfield.org.uk) from your school student email account by Tuesday 19 July. (If unforeseen circumstances mean you cannot attend in person as expected, you can email up to the day before results day)
- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Tuesday 19 July. It must be marked for the attention of Mrs J Welch, Exams Officer. (The person collecting the results can also bring the letter with them on the day if unforeseen circumstances mean you cannot attend in person as expected)
- Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements.
- Results can be requested by post by bringing in a stamped addressed envelope to Main Reception in the Sports Centre by Tuesday 19 July. It must be addressed to the student not the parent and clearly marked 'Year 11 Exam Results'. A C5 envelope (162 x 229 mm) will be sufficient and only requires a normal stamp. If you use a larger envelope, you must ensure you use a large letter stamp. The school does not receive incoming post during the summer holiday period, so do not send letters or SAEs by post. We are not allowed to put results in the post until the results day itself. They will not therefore be received until the following day at the earliest.
- If there is no alternative method for receiving results, they can be sent by email. This must be requested by the student from their school email account or as detailed above. Students must give permission for results to be emailed to any address other than their own school account. Please note that emailed results will be sent after candidates attending in person have collected their slips in the Sports Hall.

Any uncollected results will be emailed to student school accounts later on results day. It is therefore essential that students are aware of the log on details for their school email account. Please note that students who are leaving school this summer will only have access to their school email accounts up to 29 August 2022.

In the event that we are unable to open the school, parents will be contacted via text message with further information about alternative arrangements. This information would also appear on our website.

### **Certificates**

Certificates are not posted out as they cannot be replaced. Students will need to collect them in person. Further details will be provided regarding when they can be collected. We will not receive them in school until late 2022. A certificate is the only accepted proof of achievements. Do not forget to collect it.

### **ARRANGEMENTS FOR LEAVERS' ACTIVITIES ON FRIDAY 24<sup>TH</sup> JUNE 2022**

- 9.30 till 10am - Refreshments/Breakfast provided for Year 11 in Bader Bistro
- 10 till 11am - Leavers Assembly in Bader Hall
- 11 till 12.20pm – Inflatables on Johnson field
- Students will be dismissed from 12.15pm and need to be off site for 12.30pm

The PTA are supporting us financially with these activities. In addition, there will be a small suggested donation added to ParentPay, if parents can further support these activities financially it would be appreciated.

It is our hope and intention that the leavers' activities will be an enjoyable event at which students are able to say goodbye to their teachers and friends. 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 post-16 examinations and internal 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. We recognise this as a rite of passage but do have concerns about the difficulties it can cause and that it is not always a helpful example to younger students. Where students want to have their shirt signed they may do so. **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 this day – they will not need them.**

### 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 6<sup>th</sup> July. The Prom starts at 7:30pm and will come to a close at 11:00pm. 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.

A buffet meal including hot and cold food will be provided. The buffet selection accommodates those who prefer vegetarian food. Students will be able 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 cost of the prom will be £32 and should be available to pay on parent pay in the next few days. Students will also be asked to fill in a survey regarding dietary requirements and the opportunity to vote on special prizes for the event that will be awarded to their peers. They should look out the link to this on their Show My Homework (Satchel One) accounts.

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.

We would like to thank you for your support both over the examination period and during your child's time with us in school. We are looking forward to celebrating their hard work and achievements over the coming weeks and months.

Kind regards,



Ms J Rutherford  
Headteacher



Mr A Hayward  
Year 11 Achievement Leader