



KING EDWARD VI SCHOOL LICHFIELD

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Dear Parents, Carers and Year 13 Students,

We would just like to update you on a few things that will be occurring over the coming weeks.

The last day for formal teaching for Year 13 students will be **Friday 20 May**. After this date students will be able to take study leave to make final revision preparations for their examinations. Whilst it is expected that the great majority of students will be able to use the time wisely at home, we are also offering a study facility in school for those who wish to take advantage of the opportunity. School uniform must be worn whenever students come on the premises during study leave and students must sign in whenever in school in the usual way.

A leaver's celebration day will take place on **Friday 24 June**. Students will be expected in school at 12 noon at the Sixth Form Common Room and will leave by 2:30pm. We are working with the Senior 5, students and staff to plan activities for this afternoon. It is likely to include inflatables, food, games, textbook return and a final assembly. 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.

As part of these activities students will need to hand in textbooks; it is essential that these school materials are returned for other students to use. It is important that all materials including lanyards and Johnson gate fobs are returned and we will need to charge for any school materials which are not brought back.

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). 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 and wear their ID lanyards.

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, 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.

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 return 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 (5 days for age 19+), 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

A level results day is Thursday 18 August 2022. Results may be collected from 8am to 10am in the Sports Hall. 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.

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

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 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

13 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. Your certificate is the only accepted proof of your achievements. Do not forget to collect it.

Mr Youngs, a former Headteacher, endows a monetary prize for 'All round commitment, service and endeavour applications for this are invited for leavers. A short written application marked for the attention of the Headteachers' Secretary (PA), should indicate what you have contributed in two of the following five areas of activity:

1. Performing Arts (eg. Music, drama, backstage etc.)
2. Creative Arts (eg. Poetry, magazine writing, essays, debating)
3. Sport (eg. Team sport at any level)
4. Service (eg. House organisation, charity collection)
5. Duke of Edinburgh Award (Gold, Silver or Bronze)

Thank you again for your support over this turbulent couple of years and we will hope the remaining weeks of Year 13 are positive for all involved. We would like to take the opportunity to wish you all success in your future.

Yours sincerely



Ms J Rutherford (Headteacher)

D J Butler Assistant Headteacher/Head of Sixth Form