

March, 2017

To Parent / Guardian of Year 11 Students

PLEASE KEEP SAFELY FOR REFERENCE

Dear Parent / Guardian

Your child received their Mock Exam results recently and we are assuming that you have now received these. If not please feel free to contact Mr Radford at school who can arrange for another copy to be sent. You will receive these grades anyway on our final tracking report with final predicted grades just after Easter.

The main external examinations are now just a few school weeks away. Students should now begin their revision schedule in earnest. Both English and Maths require lots of examination practice questions, but all examination subjects will need careful thorough but ACTIVE revision. All revision should lead to some kind of output either notes, flash cards, mind maps, post-it notes or similar. Can I suggest that the Easter holidays is treated like normal school hours for revision purposes. This will allow downtime in the evenings and at weekends but ensure sufficient work is done. After all the students will gain an extra long summer holiday this year.

The rest of this letter outlines the arrangements and details for the remainder of the Year 11s time in school and for the examination period. Please keep this letter to hand for the next few months.

Study Leave – the final day of normal timetable is Friday 26th May, the last day before the start of the half-term holiday, and study leave begins immediately after the half-term break. Remember, by the time 'Study Leave' begins, the students are already sitting examinations. ***It will be expected that students bring revision materials to Subjects where they have completed their examinations prior to May Half-Term.***

After the May half-term all students will have leave of absence so that they can complete their own revision at home on the days that they do not have examinations. The School will organise targeted revision sessions across different subject areas during this period when the Year 11 timetable has collapsed. Details of these revision sessions, including times and venues, will be communicated by letter before study leave begins. When revising at home, students are encouraged to use their time wisely and to discipline themselves into the same work ethic and routine that we would expect in school; for example, several hours of study spread throughout the day, with sensible breaks, still leaves plenty of time for rest and relaxation.

◆ The Examinations

Personal examination timetables have been issued this half term. We will issue another examination timetable in late April, which gives the necessary information. If, at any stage, you want another copy of the examination timetable please ring Mrs Threadgold at school, 01939 237000.

Students will be expected to come to school for their examinations wearing **full school uniform**. Nearly all the examinations will be held in the Stanier Hall at the Noble Street site; students will be told if an exam is held elsewhere.

Students will need to report at least 10 minutes before the start of the exams.

Examinations in the morning begin at 9.00 a.m. Afternoon examinations begin at 1.00 p.m.

If there is any difficulty with getting to an exam due to transport problems, then please phone school immediately. It is a good idea to plan an alternative means for getting to school if usual plans fail. If your child is too ill or has an accident which prevents them attending the exam or will affect their performance in the exam then (a) please phone us and (b) get a medical certificate, this is needed by the examination board.

We cannot emphasise enough that it is the student's responsibility to be:-

- in the right place
- at the right time
- with the appropriate equipment
- in school uniform.

The exam boards have written to all schools making it very clear that punctuality is vital: *"A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and sit the examination but should be warned that the examining body reserves the right not to accept the script."*

If any student is entered for an examination and does not attend to take it, we shall be required to send the parents a bill for the full cost of the subject entry. If more than one examination is involved, then the bill will cover the full costs of all subject entries for which papers are missed.

◆ **What to bring to the Examinations**

Please note that all equipment, as defined by subject teachers, and including calculators, must be brought in a clear plastic bag. No pencil cases or other containers are allowed in the examination room. In addition, it is particularly important to stress that mobile 'phones, if brought to school, must be handed in before an exam begins. Please do not try to ring your child until you are sure they have completed the exam and are off our site.

If you have any further queries regarding what needs to be brought to a particular examination, don't hesitate to give us a call. We will attempt to clarify the situation.

◆ **In Between Examinations after half term**

In practice we have found that students who have just one examination in the day prefer to make arrangements so that they are brought into or collected from examinations rather than having to stay in school.

However, should this not be possible a room will be provided at the Lowe Hill site during the examination period for those students requiring a quiet place for study in school.

All students coming into school for revision sessions or quiet revision should sign in at the table by Student Reception and should be wearing uniform.

Students requiring lunch at school on certain days during their examination period are asked to use the Lowe Hill canteen as normal.

◆ **Examination Results**

GCSE examination results should be available in school on **Thursday 24th August 2017**, between 9.00 a.m. and 12 noon, at the Stanier Hall. Please do not try to contact the school before 9.00 a.m. as we will be busily preparing the results for you to collect. For those of you away on holiday, we would ask that you telephone the school from 10am to 12 noon.

Please note that all results which have not been collected by 12 noon on Thursday 24th August will be posted home.

◆ **Internal Appeals Policy**

A Policy statement relating to appeals against internal assessment of work for external qualifications can be viewed upon request.

◆ **Certificates**

Most certificates will be posted out during November, however some selected students will receive theirs at the ex-Year 11 certificate evening.

◆ **Names to be printed on Certificates**

We would ask you to check very carefully the details which appear on your son's / daughter's personal examination timetable. The Boards have contacted all schools to recommend very strongly that they enter candidates under names that may be verified by the presentation of suitable identification, such as a birth certificate or passport. This ensures that there will be no delay or confusion when candidates subsequently present their results documentation to employers or educational institutions. Also, if candidates apply to the Board for additional or replacement copies of their results they must be able to provide identification that matches the details on the archived information.

◆ **Adams College**

For the large number of students returning to Adams College the first day of the new term will be Wednesday 6th September. If exam results are better or worse than predicted, or your son / daughter is having second thoughts about his / her chosen options, don't worry; both on the day of the results and in subsequent days staff will be available to advise and counsel to make sure that the best choices are made for students.

A-level choices can thus be finalised either on 25th August and the days after or at the beginning of term.

◆ **Leaving Arrangements.**

We would be grateful if you could check with your son / daughter to ensure that all textbooks, library books and locker keys are returned to school when requested. Books, as we are sure you are aware, are very expensive, and they are needed for use with other year groups. It will be necessary for us to ask parents to pay the full cost of any textbook which is lost or damaged.

On behalf of all staff at Thomas Adams, I would like to take this opportunity to thank you for your continued support and to wish the students of Year 11 all the very best for their examinations.

Please don't hesitate to be in touch if you have a query.

Yours sincerely



Liz Dakin
Headteacher