



St Augustine's Catholic College

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Headteacher Mr Aidan Dowle, MA, NPQH

Our ref: AFD/DJB/NJC

14th March 2023

Dear Parent/Carers

Year 11 Examinations and Leaving Arrangements 2023

The period leading up to and including examinations should prove most rewarding and successful if students are well organised and feel supported by home and college alike. As the GCSE examination period approaches, I hope that the information provided here is helpful.

Year 11 students are expected to attend am and pm registration and continue to follow the full timetable, being released only for examinations, until Friday 26th May 2023. Following the May break students can opt to continue their studies at home and then attend college for the remaining examinations only. Students should attend in full college uniform when coming in for lessons and/or examinations. When students complete the exam courses, they will continue to attend those lessons to revise for their further examinations and should bring relevant revision materials.

After the May break, if a student wishes to remain on site other than for a public examination, they MUST sign in at Reception to confirm their attendance, otherwise the College will assume that they are attending for the duration of the examination only. The expectation for those students who opt to leave the school site following an examination is that they are returning home to continue their studies.

Please complete a form by Friday 19th May 2023 using the link below, to inform the college which choice of leaving arrangements you wish your son/daughter to follow:

<https://forms.office.com/e/Jw7cPVMTX5>

To help with preparation, organisation and planning, all students will be provided with an individual examination timetable. An examination timetable and the JCQ regulations for exam candidates are also available on the college website.

The students'/parents' responsibilities and commitment can be summarised as follows:

- Organise a revision and study schedule;
- On receiving the exam timetable check examination entries to ensure they are correct. Any problems/queries with entries should be referred to the subject Head of Department and/or Examinations Officer;
- Attend normal timetabled lessons up to and including the 26th of May;
- Attend every examination on time (remember to arrive 15 minutes before the start);
- Make sure arrangements are made for mobile phones and other electronic devices, because they must not be taken into the exam hall and the College cannot accept responsibility for storing them securely;

- Notify the College immediately in the event of illness or any other reason preventing attendance for an examination;
- Provide a medical certificate within two days of any absence so that it can be sent to the examination board;
- Return all books and equipment before leaving and submit a full, signed 'leaving/clearance' form;
- Sign in to college at Reception after 26th of May if staying in college other than for an examination;

All students can increase their chances of success by organising their time well over the next few weeks, and by:

- Learning from practice papers, timed essays, etc;
- Keeping to their revision schedule;
- Attending the revision sessions that subjects have organised;
- Making use of any department resources and further IT resources;
- Asking for help now, and not waiting until the last minute.

Examinations will commence at 9.00am for the morning sessions and 1.00pm for the afternoon sessions unless otherwise notified. All examinations will be conducted in the Sports Hall unless otherwise specified. Students should arrive 15 minutes before an examination commences.

Thank you for your valued support during the examinations. It will give us great pleasure to welcome your son/daughter back on the 26th, 27th and 28th June for the 6th Form welcome week. Please do save the date in your family calendar.

I hope that these arrangements are clear, but do not hesitate to contact the College if you require any further information. I wish your son/daughter every success during this important time and look forward to celebrating with them at their Leavers' Mass on Thursday 11th May 2023 and at the Year 11 Dinner on Friday 23rd June at Cumberwell Park.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Aidan Dowle', written in a cursive style.

Aidan Dowle
Headteacher