



St Augustine's Catholic College

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HEADMASTER: David Forster MA(Oxon) MSc NPQH

Our ref: DF/HJP
27 March 2019

Dear Parent/Carer

Year 11 Examinations and Leaving Arrangements 2019

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 24 May**. From that date 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. If students should complete an exam course before 24 May, they will attend those lessons to revise for their further examinations and should bring relevant revision material.

After Friday 24 May, 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 the reply slip below and return by 5 April.**

To help with preparation, organisation and planning, all students have been provided with an individual examination timetable. If this has been misplaced, please contact the Exams Office for a replacement copy. An examination timetable and the JCQ regulations for exam candidates are also available on the college website and can be viewed by following the path: **“PARENTS → EXAMS AND ASSESSMENTS → IMPORTANT DOCUMENTS”**. The documents are in PDF format and may be printed at home if required.

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

- Organise a revision and study schedule;
- 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 until 24 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 24 May if staying in college other than for an examination;
- If there is a 'clash' (two exams scheduled for the same time) resulting in a later finish time, please make sure arrangements are made for the student to get back home.

Please turn over

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 many 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;
- sleeping and eating well.

Examinations will commence at 9.00 am for the morning sessions and 1.00 pm 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 gives us great pleasure to welcome your son/daughter back on **Friday 5 July** to attend the Sixth Form Induction Day. Please do save the date in your family calendar.

Parents and students are reminded that **26 June** is the Exam Boards' Contingency Day and this should be kept available should the need arise. GCSE results will be available for collection from the Lasallian Centre on Thursday 22 August at 10 am.

I wish your son/daughter every success during this important time and look forward to celebrating with them at the **Leavers' Mass on Friday 3 May** and at the **Year 11 Dinner on Friday 21 June at Cumberwell Park**.

I hope that these arrangements are clear, but do not hesitate to contact the College if you require any further information.

Yours sincerely



David Forster
Headmaster

To: Head of Year 11

Please return by Friday 5 April

Year 11 Examinations and Leaving Arrangements 2019

Please return this reply slip and tick box A to say that you have read and understood the college expectations for the examinations and leaving arrangements. Also please tick options B, C or D regarding college attendance and study for the period after Friday 24 May up to the time of your son/daughter's last examination.

- | | | |
|---|--------------------------|--|
| A | <input type="checkbox"/> | I have read and understand the college expectations for the examinations and leaving arrangements |
| B | <input type="checkbox"/> | I would like my son/daughter to study at home after Friday 24 May and only to attend college for examinations |
| C | <input type="checkbox"/> | I would like my son/daughter to continue to attend college full time after Friday 24 May until they complete their examinations |
| D | <input type="checkbox"/> | My son/daughter will study at home after Friday 24 May when they have no public examination. On those days that they do have examinations, they will travel to and from college on home to college transport, so will need to remain in college. |

Name of student: _____

Form Group: _____

Parent's signature: _____

Date: _____