



30 April 2015

Dear Parents and Carers

### **END OF YEAR 11 – ARRANGEMENTS FOR STUDENTS**

I am writing to confirm the arrangements for the final stage of Year 11. I met with students at a special assembly this morning and would like to ensure you too are fully briefed.

This is an important time for students, their families and their teachers, as we move into the final stage of our journey towards the GCSE examinations. While it is important to ensure that all students are aware of the importance of the next few weeks, it is also imperative that students are supported at every stage of the process, and are re-assured by ensuring that they are well prepared for their examinations. I therefore, want to take the opportunity to update you on a range of issues relating to your son's final few weeks as a member of Year 11 at ARK William Parker Academy.

The first GCSE exam is English on Tuesday 5<sup>th</sup> May at 1.30pm which is for all Year 11 students. This is immediately after the Bank holiday weekend. Whilst we hope that students enjoy the festivities in the town over the weekend, it is obviously important they are well prepared and focused for such a key exam.

The Academy will not be terminating the Year 11 timetable as such, but from Monday 11<sup>th</sup> May Year 11 students will be treated as members of the 6<sup>th</sup> form and will only be required to attend lessons for which they have still to be examined. They will no longer be required to wear the Academy uniform; this includes to examinations. However, students will still be required to dress appropriately for a working environment, which means that the following requirements **must** be adhered to:-

- a) No tee shirts with inappropriate slogans to be worn.
- b) No hats/caps to be worn inside the Academy building.
- c) Shorts must be of an appropriate length.
- d) No ripped denim.
- e) Hair, piercings etc. should conform to the usual Academy requirements.

Faculty staff will be asking individual students to attend additional study sessions using their 'free' time to support their preparation. This is an important step in their transition into the 6<sup>th</sup> form and it is our intention that this increased level of accountability will be helpful to students in preparing them to manage their time and organisation effectively.

#### **Registering When on Site**

When attending examinations, students will be registered in the exam room and when attending lessons, will be registered as usual. All students who are attending revision sessions or who are using study facilities at the Academy outside of this must sign in and out at the student services reception in the Lower School.

## **Revising for Exams**

All students have been given revision prompt cards for making revision notes in lessons and for use at home. Individual subject areas have also issued revision guides and advice. There will be revision sessions throughout the exam season and department areas will inform students of the times and locations. It is our expectation that students will attend revision sessions if invited by departments. These sessions will obviously be open to all students and a weekly overview will be published on the school website detailing what is on and when. Prior to each exam, subject staff will meet students in the Upper School Hall and will be available to provide last minute support, reassurance and guidance.

The library and ICT study rooms in the Middle School will be open to Year 11 students during the school day for their use when not attending exams or lessons. Please ensure your son has access to a quiet space at home and help him to manage his revision time effectively. You may find this link useful in offering support in structuring revision at home <http://getrevising.co.uk/>

## **Arriving for Examinations**

The start time and duration of exams are detailed on your son's individual exam schedule. The exam room will be open 15 minutes prior to the start of each exam. Students should assemble for exams in the Upper School hall in good time enabling them to focus their attention and seek advice from staff should they need to. A complimentary breakfast will be offered to students prior to each morning exam and will be served until 8.15am in the Upper School canteen.

If a student is going to be late for an exam please contact the Academy immediately. GCSEs are national examinations and we are not able to delay published start times. In some circumstances it is possible to admit students to the exam room within a specified period once the exam has started. Mrs Grimmer, Head of Year 11, will be collating student mobile numbers so that we can contact individuals should they be absent at the start of an exam. These will be destroyed once the exam season has finished.

## **Equipment**

Basic equipment needed for exams (pens, pencil, ruler etc.) will be provided on each exam desk as will bottled water. Students must ensure they bring their own subject specific items such as calculators.

## **Conduct in Examinations**

All exam boards have extremely specific and strict conditions around conduct in the exam room. Students may not communicate with each other in any way and no mobile phones or any electronic devices may be taken to the exam desk. Students will be reminded at the start of every exam of the arrangements for the stowage of personal items. We are bound to report any breach of the conditions of conduct to the exam board for that subject. They may take the decision to cancel that paper as well as all other papers taken by that student. Their decision is outside of our control and so it is imperative students follow instructions extremely closely. I have included a copy of the JCQ guidance for your information and would appreciate it if you would reiterate the content with your son.

### **Examination Results**

Results for all exams will be available for students to collect on Thursday 20<sup>th</sup> August. Any students who would like their results to be posted home should hand in a stamped addressed envelope to Mrs Payne in the Key Stage 4 office who will ensure the exams office have this information. Results can only be collected by students or their parents/carers. We are not able to release results to anyone collecting on their behalf. Any results not collected will be held at the Academy and can be collected when we reopen in September.

### **Year 11 Prom**

After all their hard work and commitment, students and staff will be celebrating the end of Year 11 at the Prom on Thursday 25 June. Mrs. Grimmer has published arrangements for this separately.

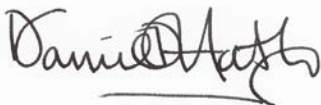
### **Year 12 Induction**

We look forward to welcoming students back to Year 12 at an induction day on Friday 4<sup>th</sup> September 2015. All students returning to the 6th form will receive detailed information in due course. If you would like to discuss late applications please contact Mr Ives, Vice Principal.

If you would like any clarification or to discuss other ways in which we may be able to support you and your son, please do not hesitate to contact Mr Leadbitter, Assistant Principal or Mrs Grimmer, Head of Year 11, in the first instance. Contact details for subject staff and Heads of Department are also available on our website.

I would like to thank you for your ongoing partnership and support and hope that we can continue to work together to ensure that we all have many reasons to celebrate our students' success in their final GCSE results in August.

Yours sincerely



Daniel Hatley  
**Acting Principal**