May 2015

Our Ref: 2014/104

Dear Parent/Carer

**Year 11**

As we approach the start of the Summer examinations and course completion for our Year 11 students, I would like to take this opportunity to highlight some very important information for your attention. Please find attached a fact sheet detailing the procedures for examinations, results and leaving arrangements.

On 20 March 2015 students were issued with their final Progress Review Report for Year 11. I trust a copy of this report made it home! Should you wish to speak to someone at the College regarding this report or any concerns you might have, please don’t hesitate to contact your child’s Personal Tutor or any of my senior staff at the College.

Clearly the coming period is the most crucial in your children’s education to date. All of the information contained in this fact sheet has been communicated to the students and I would ask for your support in ensuring they are well prepared for examinations.

Finally, please accept my sincere thanks for your continued support. Here at the College we are all looking forward to every student achieving the rewards that they deserve.

Yours sincerely

Mrs E A Coffey

Principal

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**Essential Information**

**Year 11 Students**

1. **EXAMINATIONS:**

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| **Revision*** Students have had specific input through the curriculum concerning revision and we hope that, by this stage, they are well underway with their independent revision outside of College hours.
* A copy of the examination timetable which has been issued to all Year 11 students is enclosed.
* Students are expected to attend preparation sessions for any examinations for which they are entered. For all examinations during the May holiday/Inset week and Term 5, and to comply with the Examination Boards’ security regulations, it is imperative that your child arrives and registers promptly for these sessions at the times stipulated. **Failure to do so could result in the Examination Board refusing to accept papers.** Students have been made fully aware of this and we believe that these sessions will maximise the support we give them at this crucial time.
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| **Summer Examinations 2015*** Students will be issued with their Final Examination Timetable for the summer period on Friday 1 May - a copy is enclosed for your information.
* **Please read the Timetable very carefully** and ensure that your child is aware of their individual start times of each examination, as these can vary due to examination clashes etc.
* Students will be attending the preparation sessions, prior to each examination, and therefore they will already be in College and will have plenty of time to arrive, fully equipped, for the start of their examination.
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| **Regulation and Guidance for Candidates*** An electronic copy of this guidance will be issued to all students with their timetable and a copy is available from the College web site.
* It is the responsibility of all candidates to familiarise themselves with these, as failure to abide by these regulations could result in disqualification. In particular your child ***must not*** have a mobile telephone or any other form of electronic communication or recording device on or about their person during an examination. Any student in possession of such a device is liable to be in breach of Examination Board Regulations, and could face disqualification from that and all other examinations.
* The importance of appropriate behaviour during public examinations has been emphasised with students. Any student who does not behave appropriately will run the risk of forfeiting all examinations.
* ***All students must adhere to the College dress code in order to sit the examinations.***
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| **Study Space*** Students are welcome to study/revise in College during the Training and Development week 18 - 22 May. The Library and Information Centre/alternative space will be available for students in Years 11, 12 and 13 only.
* Please note: Students must sign in at Reception; **College dress must be worn**; there are no catering facilities available, other than the vending machines.
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1. **END OF YEAR PROCEEDURES:**

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| **Year 11 Leaving arrangements*** Students will not be required to attend the College following the date of their last examination.
* Students MUST return books to the Information Centre and any other equipment to the College by 26 June 2015.
* Students MUST hand in their locker key to the College Reception - students who are returning in Post-16 will be allocated a new locker.

Returning books and equipment is vital and means that we are able to distribute these resources to students who need them. This will also avoid any delay in the presentation of examination certificates later in the year. |

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| **Examination results** * Published on **Thursday 20 August 2015.**
* Results must be collected in person at **11.00 a.m.**
* Students who hope to return to the College for Post-16 must confirm their place with us at this time.
* If you will be away on holiday, please contact the College Examination Office to make alternative arrangements.
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| **Bus Passes*** Year 11 bus passes issued by the College have an expiry date of Friday 15 May 2015.
* From 15 May to the date of their last examination a half price bus fare will be refunded at Reception on production of bus tickets.

***This facility is available only to those students whose bus pass has expired; a list of those eligible will be at Reception*.** |