**To the Parents/Carers of Year 13 students**

Dear Parent/Carer

I would like to draw your attention to the following important information:

**Summer Examinations 2015**

The students will be issued with their final Examination Timetable for the summer period on Friday 1 May and in the meantime 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. It is also essential that your child arrives at College in plenty of time, fully equipped, at least half an hour prior to their individual start time.

The students have been made aware that sessions continue for many of their courses until the examination takes place.

**Regulations and Guidance for Candidates**

An electronic version will be issued to all students with their timetable and a copy is available from the College website. 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.

**Dress Code for Examinations**

All students sitting public examinations must adhere to the College dress code.

**Study Spaces for Years 11, 12 & 13**

Students are welcome to study in College during the Teaching & Development week, 18 – 22 May, between 8.00 a/m/ - 4.00 p.m. These sessions will be supervised and students will be advised at Reception where this will take place. Please note, **College dress must be worn** and there are no catering facilities available, other than the vending machines.

**Examination Results**

Will be available at 9.00 a.m. on Thursday 13 August 2015. ***If you will be away on holiday, please contact the College Examination Office to make alternative arrangements.*** Staff will be available at this time to support students with the UCAS procedures or Clearing, should they need it.

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 they deserve.

Yours sincerely



Mrs E A Coffey

Principal