



AYLESTONE SCHOOL

In federated partnership with Broadlands Primary
School and Withington C.P. School

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Executive Headteacher: Mr S Robertson

Ref: SPR/NSM/JMP/Year 11

7th May 2019

Dear Year 11 Students and Parents,

The time has come for us to share with you the full detailed information of examination procedures for the coming terminal GCSE examinations. I am sure the two years of study have flown quickly by and, looking back, I have been extremely impressed by the commitment and focus shown by the vast majority of students as they have moved through their courses in Years 10 and 11.

Year 11 students have been wonderful ambassadors for the school whilst supporting each other in their journey from their first days in Year 7 towards expected success in their GCSEs. In this letter, you will find information that is vital for your child in the run up to the examination period.

During the weeks remaining at school the hard work must continue. Teachers will continue to work hard by putting on the following to enable your child to maximise their chances of success in their qualifications:

- Revision sessions – in class, at lunch time and after school
- Exam technique sessions

This will continue right up until the students' normal timetable is suspended. **Students will be in their normal lessons right up until the leaving assembly on Thursday 23rd May.**

Sequence of Events and Exam Procedures

1. From now until 23rd May inclusive, the normal timetable and access to a full range of extra revision opportunities will continue.
2. If you have provided the school with your email address, your child's individual examination entries and timetable will be emailed to you. Your child will also collect a hard copy from the Examinations Officer. Please check that entries are what you and your child are expecting based on their options choices and core subjects. Also, check the tier of entry, if applicable to ensure your child is appropriately entered for Foundation or Higher tier. Additionally, check that the examination timetable reflects those entries. If there are any clashes of dates this will have been noted by the Examinations Officer and arrangements made. If you have any questions or observations about this or entries please contact the school.
3. This year's examinations regulations documents are available on the school website and students have already been issued a candidates handbook. Please ensure that it is read very carefully as examination regulations are extremely rigorous and non-compliance may lead to examination board veto of examination papers and therefore no grade awarded.
4. It is vital that all students keep their timetable safe and we recommend that dates of examinations that they will sit are recorded at home on a calendar or in a family diary.
5. During the examination period: students must attend every examination for which they are entered (see individual student examination timetables for personal details)



6. Students sitting examinations scheduled prior to 23rd May:
 - Morning examinations: students are to arrive at the Lower Gym by 8:45 for an 'Exam Primer'. They will be expected to return to their normal lessons immediately after the examination.
 - Afternoon examinations: Students will be allowed to complete private revision and exam preparation in during P3 lessons. They are then expected to attend an exam primer at 13:00.
7. **27th May to 31st May : Half-term revision period**
8. For examinations from 3rd June onwards:
 - Students **must arrive in school** in time for the 'Examination Primer' in the Lower Gym at **8:45** for morning examinations and **13:00** for afternoon examinations.
 - Signing in arrangements will be discussed and issued to students prior to 23rd May, the last day of normal timetable for Year 11.
 - Students are welcome to remain in school on the day of an examination and we will provide study space for them. Students wishing to take up this option will be expected to abide by normal school rules and during normal school session times report to the room designated, working on examination preparation for their next examination.
 - Full school uniform must be worn at all times.
9. **Examinations Results day is Thursday 22nd August.** Students will be able to attend school and collect their results at 9:30 on this morning, if students want another person to collect their results they must provide a signed letter from the student. It is not possible to e-mail results, or provide information over the telephone. If students are unable to attend, results slips will be kept in the school for collection at a later date.

On Thursday 23rd May, Mr Moores and I have plans to create an opportunity for students to meet with friends, form tutors and senior staff after the English Literature examination in the morning, for a final celebration of their time together and an afternoon final assembly. Students will be expected to wear full school uniform on that day. This will provide an opportunity for students to sign each other's leavers' books and to sign a **spare school shirt that they will not wear or need for examinations**. The final details of this will be given to students nearer the time. **PLEASE REMEMBER THAT YEAR 11 ARE STILL EXPECTED IN SCHOOL FOR LESSONS UP UNTIL Thursday 23rd MAY.**

Obviously we will be going over all of this information in school on a number of occasions with students in the remaining time in school.

I would like to take this opportunity of wishing all Year 11 students the very best of luck for the future whatever it may bring. I look forward to seeing the year group again at the Year 11 Prom at Munstone House on the 28th June. I hope that all of our students enjoy a well-deserved rest over the summer break before starting their college courses or training places.

Best wishes.

Yours faithfully

Mr S Robertson
Executive Headteacher