

7 April 2011

To all parents of pupils in Year 11

Dear Parents

We are writing to inform you of various details regarding your son or daughter's GCSE examinations next term. We enclose a guide for parents and Year 11 pupils which we would encourage all pupils to read carefully.

Study leave for Year 11 is from and including Friday 13 May. After that time, pupils are not required to be in school outside examination times. Information about preparation for examinations and rules relating to the study leave period are outlined in the guide. Until the main period of study leave, all pupils must attend timetabled lessons. Study leave is normally granted additionally for the morning of a day on which a pupil has an afternoon examination (but not for the rest of the day following a morning examination). Subject teachers are always willing to help pupils in whatever way they can in the build up to the examinations and pupils are encouraged to seek assistance immediately if they have any difficulties or concerns. The GCSE period can be a pressured time and help is readily available if it is needed.

After the examinations, pupils will need to return all their text books and library books to school. They should do so on **Friday 17 June**, following their Physics GCSE examination that afternoon. Any books not returned on that day for any reason must then be handed, in person, to the relevant Head of Department or, in the case of library books, to the library, **by Wednesday 29 June at the very latest. Parents will be invoiced for any books not returned by that date.** Pupils should ensure they obtain and retain a staff signature as proof of return – a special form will be provided for this purpose. (Those who are studying Latin/Greek/German will need to retain books for these subjects until their last exam and then return them directly to the Head of Department. They should return books for all other subjects on the main book return day – June 17).

GCSE results will be available at school on **Thursday 25 August** between 10.30 and 11.30 a.m. Pupils are encouraged to collect their results in person and to seek assistance from the staff available on the day if it is required.

It is worth reminding pupils and parents about entry requirements to the Sixth Form. As well as having a track record of making the most of the opportunities available, pupils are expected to have gained 7 GCSE passes at Grade B or above with A or A* in subjects they wish to pursue at A Level or IB at Higher Level (or in the case of new subjects, in relevant subjects). Senior Staff will be available for discussion about entry to the Sixth Form on Thursday 25 August and Friday 26 August.

A date for the diary. The now traditional trip to Thorpe Park, to mark the end of pupils' time in Year 11, will take place on Tuesday 5 July (please note this is a different date from the one originally advertised). Details of this will be sent in a separate letter.

Please do not hesitate to contact us if you require any further information.

We would like to take this opportunity to wish your son or daughter the very best of luck in their approaching GCSE examinations.

Yours sincerely

L J Wilson
Deputy Head (Academic)

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Head of Years 9-11