

20 April 2010

To all Parents of Pupils in Year 13

Dear Parents

Further to my earlier letter outlining key dates for the summer term I am writing to pass on important information in preparation for your son or daughter's final term at PGS. I enclose a guide for the final term which I would encourage all pupils to read carefully.

AS and A Level Timetable

The main period of AS and A Level examinations begins on Monday 17 May. Your son or daughter will have received their individual AS/A Level timetable from their tutor showing the dates and times of their examinations taking place this summer. A master copy will shortly be on display outside Miss Read's office and on the website.

I would be grateful if you could check the schedule carefully with your son or daughter and mark the dates in your own diaries, noting in particular whether an examination is scheduled to take place in the morning or afternoon. If you have any further queries relating to exams please contact Miss Read. The Pupil Guide to Exams may also help.

Pupils must wear school uniform for all exams. Pupils are allowed to stay at home for the morning before an afternoon examination, if an examination takes place before official study leave begins.

Year 13 Study Leave

Study leave for Year 13 pupils begins at 8.45 a.m. on Monday 14 June. From that date, pupils are not required to be in school outside examination times.

For any pupil who has examinations *before* this date, normal study leave rules apply which means that pupils may have the morning before an afternoon examination off school for revision. The remainder of the teaching time available before half term is crucial for pupils to consolidate their A2 courses and to prepare for the final examinations.

Year 13 Leavers' Day: Friday 28 May

The 2010 Year Books and hooded sweatshirts will be available on Friday 28 May when there will be a Leavers' assembly followed by a BBQ lunch for U6 pupils and staff in the main quad. The Sixth Form team provides entertainment in the Sixth Form Centre for pupils after lunch; there are no formal lessons in the afternoon.

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Year 13 Seminar Week

Seminar Week will be take place for Year 13 pupils during the week immediately after Half Term (Monday 7 – Friday 11 June inclusive). These seminars are an opportunity for pupils to receive revision information and discuss topics in their subjects. The seminars will be organised to take place during the time normally allocated for teaching in the timetable of the school day. Attendance at Seminar Week is to be encouraged but is not compulsory.

In addition to this, pupils are welcome to contact their teachers by e-mail (all staff e-mail addresses are available on the school website, www.pgs.org.uk) if they have any queries or if they would like to book an additional session. A seminar timetable will be available before the half term break and will also be on the website.

Code of Conduct During Examinations

It may be helpful to reiterate the following points:

- The Library will be open from 8.30am throughout the A level exam period.
- Candidates should gather ten minutes before an examination is due to start and wait outside G block until called to go into the hall. They should be smartly dressed and silent on entering the examination.
- Mobile phones must be switched off and handed in at the start of the session. Failure to do so could result in disqualification from all examinations.
- Pencil cases should be transparent.
- Calculator lids should be left outside the hall.
- Candidates are not allowed to leave the hall before the official finishing time of the exam

Special Circumstances

In case of illness on the day of an examination, candidates should see Miss Read, the member of the Examinations Team in charge of special considerations, as soon as possible. It is advisable for candidates to attempt to sit the examination, if possible, in order to provide evidence of their performance on the day. It is usual for a candidate to have to complete at least 50% of a written module before a mark will be awarded in recognition of mitigating circumstances. Miss Read will be able to assist in communicating with the Board if this situation arises, although medical support for any illness or complaint will be required.

Book Return Day

Pupils are asked to return all books on Monday 28 June between 10.45 and 11.30 am. School uniform does not need to be worn on this occasion. Any pupils who will have exams beyond this date may return texts after their last exam.

A Level Results Day

A Level results will be available at school on Thursday 19 August from 8.00 am onwards. Heads of House, Heads of Department and the Sixth Form Team are available to offer any advice or support. The Careers Department will also be open, providing telephones, computers and access to university information. As a result, it is best if pupils collect their results in person. The period immediately after A Level results is a crucial time for pupils to confirm their university place or discuss their options and we encourage all pupils to be in School on this morning.

Good Luck

If you have any queries or concerns in the meantime, please do not hesitate to contact me (tel: 023 92 681362) and if you should have any specific questions relating to exams please contact Miss Read (tel: 023 92 681363). There are some useful tips for candidates in the Final Term guide which I recommend reading through. Good luck to all the pupils who are sitting exams and also to parents who are supporting the examined. I look forward to seeing you all at the Leavers' Service and Lunch on Saturday 26 June.

Yours sincerely

L E Péchard
Assistant Head (Head of Sixth Form)