

21 April 2016

Dear Parent/Carer,

We have some critical information for you and your child which will ensure a successful and smooth completion of their final weeks of year 11. Please see the information below:

First Exam – 3rd May

The iGCSE English Language exam takes place on Tues 3rd May. Please make sure your child is ready, equipped, knows his or her exam room, and seat number.

Dress For Success Day - 13th May

Students:

- Will come to school dressed smartly, as if for interview, to set the tone for the forthcoming examinations. Students must attend school in their best clothes.
- Go to a summary revision session period 1-3 run by the Faith and Ethics staff
- Sign Leavers book and take photos period 4
- Celebrate and take part in an assembly (last one ever) in the afternoon. An ice cream van will be available from 3pm.

The Exam Season and Revisiting Learning Sessions within school:

Most exams are during these weeks:

- 16th – 20th May and 23rd – 27th May
- 6th – 10th June and 13th – 17th June

We are planning a specialised programme for your child every school day between the morning of 13th May and 17th June. These will be in place of the normal scheduled lessons. These revisiting learning sessions will be staffed with subject specialists, take place where possible in the day (or morning) before each exam and will have a specific focus which will help with the exam preparation. These sessions must go alongside, and not replace, the learning your child is doing at home.

Nearer the time we will provide your child with a timetable for each of the 4 weeks (which will also be sent to you). It will include:

- Option to leave school directly after the morning exam on both Friday 27th May and 17th June.
- Option to only come into school on Mon 6th June for the History paper and then leave directly after (students not taking History will not need to attend school that day unless they still have BTEC assignments to complete)
- Additional sessions which will include:
 - breakfast sessions just before am exams
 - Saturday and Half term sessions

Study Leave

We know from previous experience that most students make more productive use of study time within the structured environment of school. In addition this year, your child will have the personalised programme containing focused blocks of time on individual subjects within the day or previous day of each exam staffed with subject specialist teachers. We know this time will be valuable to your child and because of this we are not offering study leave. If you would like us to consider exceptional dispensation for your child for the period from 7th to 17th June and can outlining fully how the support and working practices at home will be more beneficial to your child than the personalised revision programme in school, please contact me at school to discuss this option. Only students with current high Progress 8 measures and C+ in the core subjects will be considered. We would like to keep all students in school until the final main exam on 17th June.

How do I know if my child has completed everything and does not need to return to school?

Your child will be given a form on the 9th June at the end of the Maths exam. He or she will need to get the form signed by each subject teacher to confirm:

- He or she has no school resources (i.e. revision guides which need to be returned because they belong to the school)
- He or she has completed all BTEC assignments to the appropriate standard (only applicable if your child studies Child Development, Health and Social Care, Engineering, ICT or Business Studies).

Your child will then take the completed form to the Student Services office and exchange it for a letter confirming to you the date on which they can finish. The earliest finish date is Friday 17th June at 10am. Your child may get this completed at any break or lunchtime between 9th and 17th June. However if your child does not fulfil these criteria by the 17th June, he or she will be expected in school, in uniform, reporting to the correct BTEC teacher in order to complete assignments or to Student Services. Students will need to sign in at reception.

The offer of an additional GCSE qualification – European Computer Driving Licence

Your child has the opportunity to complete an online ICT GCSE qualification called ECDL over 2 days in the week beginning 20th June. The qualification recognises and rewards the knowledge and understanding your child has gained over the last few years in using some computer packages. This may be great for your child and should be especially considered if he or she:

- Needs an additional good grade to get into College or 6th Form
- Needs to increase his or her Bucket 3 Progress 8 score
- Would just like to increase the breadth of GCSE subjects within their CV.

The GCSE will be delivered in the following way:

Before Day 1 – student watches the instruction videos about using PowerPoint and Word (see bitesizeresources.com after 10th May)

Day 1 (am session) – Student goes through trial exam about PowerPoint, identifies gaps, short revision session and then takes the exam online.

Day 1 (pm session) – Student goes through trial exam about Word, identifies gaps, short revision session and then takes the exam online.

Before Day 2 - student watches the instruction videos about using Excel and Improving Productivity

Day 2 mimics Day 1 with the two new topics. The GCSE is complete.

There is a limit of 60 places on this course and priority will be given based on the need of each individual student. Full commitment to the pre-study via watching the videos and reading, and attendance on both days is necessary as the fee for this examination is significant and must be used effectively.

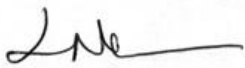
If your child would like to be considered please complete the form below and select one of the dates for Day 1 and one for Day 2. Your child will need to put the form into a box at Student Services. Confirmation of places will be made by Thurs 5th May.

Clarification About Dress Code

This information is only relevant if your child has earned the opportunity to attend school in business dress (you will have already has a letter from me to say this back on trial results day). Your child now has business dress as his or her normal school uniform. Therefore this dress code is also applicable for exams. To clarify this means normal school uniform does not need to be worn during each exam.

If you have any queries about any of the information in this letter please do not hesitate to contact us.

Yours faithfully,



Dr Newman
Deputy Headteacher

Student Name _____ Form _____

I would like my child to take the European Computer Driving Licence, ICT GCSE qualification.

I have a preference about dates (selected below) / I do not have a preference of dates (delete as appropriate).

Package A (Yes/No)

- Day 1 = Monday 20th June
- Day 2 = Wednesday 22nd June

Package B (Yes/No)

- Day 1 = Tuesday 21st June
- Day 2 = Thursday 24th June

I understand that this is a commitment and will be asked to make a partial contribution (£40) to the entry fee should my child be entered and then either not attend or withdraw.

Parental Signature _____ Date _____

