



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

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10th March 2017

To All Year 11 Parents

Dear Parents/Guardians

Exam Leave

As the GCSE examinations are fast approaching, we are writing to give you details of the arrangements that have been made for the Year 11 pupils. The pupils' last day in school will be **THURSDAY 15th JUNE 2017**. All Year 11s will register as normal and attend revision lessons in the morning and then will be treated to a free lunch served by the senior staff. In the afternoon, they will have their leavers' assembly, finishing as normal at 3.10pm.

Enclosed with this letter is a copy of your son/daughter's individual timetable and "A guide to surviving your exams". Please check these items carefully and notify the Examinations Officer immediately of any discrepancies. Please keep this paperwork in a safe place for future reference. Morning examinations begin at **9.00 am** and afternoon examinations begin at **1.30 pm**, unless otherwise stated. **If afternoon examinations continue after the normal school finishing times, i.e. for 2 hour examinations, then pupils must make their own travel arrangements to get home.** Please ensure you check the school website for any changes to the exam arrangements either the day before or on the day of your exam; if you are in any doubt please contact school.

If a pupil is ill and unable to attend an examination, the school must be informed by telephone prior to the examination starting and the pupil must provide a doctor's note to cover the absence. Exams cannot be "caught up" later and missed exams mean no grade is given.

May we also emphasise that mobile phones should **not** be brought into school unless there is a specific reason. For the duration of these exams, if a pupil needs to bring a mobile phone to make transport arrangements for example, the mobile phone should be handed in to an invigilator. It will be put into a numbered bag and the pupil will take the corresponding ticket. Phones will be returned to pupils at the end of the exam by the Invigilators. Please note that the School cannot take responsibility for any phone. We are suggesting this arrangement for GCSE exams this year so that it establishes quite clearly that mobile phones are not allowed in the Exam Hall and secondly, supports those pupils who do need to use mobile phones for travel arrangements.

The Exam Board regulations state that if an exam is disturbed by a mobile phone then this has to be reported to the Exam Board. In a previous year when such an incident happened, the pupil knowingly had the mobile phone in their possession and, therefore, the Exam Board cancelled their examination paper.





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From Friday 16th June students must arrive in time to sign in before examinations. They should also sign out afterwards; casual visiting is not allowed. Text books must be returned as examinations are completed and at the very latest by Thursday 22nd June.

Obviously, this is a most important time for Year 11 students. Please help us to provide the best opportunity for them to succeed by ensuring that the above arrangements are kept to.

Over the Whitsun half term holiday there are a few revision classes available that pupils may sign up for with their subject specific teachers. Subject teachers will be speaking to students about this in forthcoming lessons.

Examination results are published on **THURSDAY 24th AUGUST**. Pupils may collect their results from school between 10.00am and 12 NOON. **RESULTS CANNOT BE GIVEN OUT OVER THE PHONE**. If pupils are unable to come to school for results, they will be posted home. Pupils will also be informed by letter when certificates are available for collection. If you have any queries about the examination arrangements, please do not hesitate to contact Mrs Darby, (Exams Officer) or myself at school.

The Year 11 Prom team and Mrs Kirwan would like to remind everyone of the big night on **Thursday 29th June 2017** at **Ardencote Manor, Claverdon**. Arrival is from 6.30pm, with parents welcome to come along and see them arrive and take photos. The meal will be served at 8pm followed by a disco, with the evening finishing at 11.45pm. The final cost is **£40.00**. **Please be aware that final payments are due by 1st May 2017 and all outstanding balances must be paid in full**. A photographer will be available and will take pictures of individuals and groups but they will need to pay upfront on the evening, at a cost of around £5 to £10, depending on composition. We trust that your son/daughter will act in a mature way at such a special evening; however, if they behave inappropriately then parents will be called to take them home.

It now only remains for us to ask you to complete and return the enclosed reply slip, acknowledging receipt of this letter and to thank you for your support over the last five years. We wish you and your family all the best for the future.

Yours sincerely

Mrs A Nash
Assistant Headteacher

Mrs N Thompson
Progress Leader Year 11



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FOR THE ATTENTION OF LISA DARBY – to be returned by 17th March

EXAM LEAVE

I acknowledge receipt of the letter regarding examination arrangements, together with my son/daughter's statement of entry and confirm the procedures will be followed.

- I confirm all details are correct as stated on the statement of entry YES/NO
- I wish for the following amendments to be made:

.....

Pupil Name:..... Form.....

Signed PUPIL

Signed PARENT/Guardian