

14 May 2018

Dear Parent/Carer

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www.ossettacademy.co.uk

YEAR 11 ARRANGEMENTS DURING EXAM SEASON

Principal: Alan Warboys B.Ed. (Hons)

Students will receive a bespoke timetable for the duration of the exam season.

This timetable will include all lessons, masterclasses and examinations that each student is expected to attend.

Registers will be taken at all sessions, so that the attendance of all students can be monitored.

Students are to continue to attend all lessons as normal until Friday 15 June, this includes form time. Students are expected to wear full uniform at all times whilst on school site. All lessons where the course has been completed, or are not examined, are to be used as revision lessons using existing staffing structures.

After the final exam has finished on Friday 15 June Year 11 students are permitted to leave school at 12.15pm, however, compulsory attendance still stands at masterclasses on this day.

DRESS CODE DURING THE EXAMS

The academy 'Dress Code of Conduct' is to be maintained at all time – full school uniform must be worn.

PERSONAL TIMETABLE

You should have already received a copy of your child's exams timetable. Any questions or queries relating to the timetables should be directed to the Exams department as a matter of urgency.

As awarding body regulations now require us to clarify the identification of students in each examination, they must bring their personal timetable to each of their examinations.

EXAM REGULATIONS

The academy has to implement a very precise set of requirements in all public exams; a copy of this is available on the VTLE. We must stress the importance of knowing, understanding and applying these rules. Any breach of these regulations could result in students being excluded from their exams.

ATTENDANCE TO THE EXAMS

Punctuality is extremely important. Exams are scheduled to start at 8.45am and 1.00pm; these are actual start times. Please allow extra time for journeys. Once an exam has been concluded we expect students to return to their timetabled lessons, or in the case of an afternoon exam, students will be allowed to go home. If it is obvious that your child will be late for their examination, please contact the school on 01924 232820 immediately and ask reception to advise the examinations staff. A decision will be made on their arrival as to whether they can still sit the examination.

EXAMS EQUIPMENT

It is important that your child is prepared for the examinations, please encourage them to have all the equipment they will need to take the exams, i.e. black pens, pencils, ruler, rubber, sharpener, scientific calculator (where appropriate), personal timetable etc. in a clear pencil case/bag.

Only still drinks in a clear plastic bottle with labels removed will be allowed into the exam room. All other such drinks will be confiscated during the exam.

MOBILE PHONES & OTHER ELECTRONIC EQUIPMENT

Please encourage your child to leave their mobile phone or any other electronic equipment at home as they will not be allowed to take them into the examination room. Anyone found in the possession of a mobile phone during the examination will be reported to the awarding body and may be disqualified from the examination and any subsequent exams. The school takes no responsibility for equipment brought on site.

ILLNESS

Should an unforeseen illness strike, the academy needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. Furthermore, students who miss any component of an exam without supporting medical evidence will not get an exam result.... only a bill for a wasted entry! This is approximately £30 per GCSE.

STANDDOWN & PROM

After exams are complete students are required to attend the academy on Monday 9 July for their final stand-down ceremony before Prom. More information on this will be given out in due course.

Yours sincerely



Mr J Kirkpatrick

Year 11 Learning Leader