

Dear Parents

February 2009

Year 11 External Examinations and Leaving Arrangements 2009

The main GCSE examination period is now three months away. All students can increase their chances of success by organising their time well over the next three months :

- **Learning from their mock examinations**
- **Completing remaining coursework to the highest standard**
- **Preparing well for examinations which take place before the main GCSE period**
- **Organising a realistic revision schedule immediately, to begin in earnest before Easter**
- **Keeping to schedule**
- **Asking for help now and not waiting until the last minute**

To help students with their preparation and organisation :

- **The Resources Centre is open from 8.00am – 4.00pm from Monday - Thursday
8.00am – 3.30pm on Friday**
- **Staff are available in Review Period to hold interviews and mentoring sessions.**
- **All students have been provided with a detailed examination timetable covering most of their commitments from February to June 2009. A copy of this is available on the school website under 'student information' 'examinations'.**

Home Study Leave begins at 10.30am on Friday 8 May. From this date, the normal timetable is suspended and students are obliged to attend school for examinations and revision classes only. Study facilities are also provided and, if not in school, students should be at home revising and preparing for their examinations. Students attending school for any reason during this period should be wearing **full school uniform**.

The Leaving Date for all Year 11 students, determined by the Government, is Friday 26 June and it is illegal for students to be involved in full-time employment before this date.

The students' responsibilities and commitments can be summarised as follows :

- 1) Organise a revision and work schedule now, to begin seriously before Easter.
- 2) To check examination entries, particularly in options, to ensure they are correct.

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- 3) To attend all lessons on the normal timetable (except when there is an examination) up to and including **FRIDAY 8 MAY**.
- 4) To use Home Study Leave effectively and sign in at Student Reception from Monday 11 May whenever they come into school, apart from their examinations.
- 5) To attend every examination punctually and in **FULL SCHOOL UNIFORM**.
- 6) To attend all arranged revision classes.
- 7) To study noticeboards for up-to-date information.
- 8) To notify Mrs Stiff, the school's Examination Officer, immediately in the event of illness or any other crisis preventing attendance for an examination, providing a medical certificate within two days of any absence so that it can be sent to the Examination Board.
- 9) To repay The Appleton School the entry fee for any examination (including coursework) that is missed without a valid reason.
- 10) To return all books and equipment before leaving and to submit a fully signed Clearance Form. You will be able to complete this **BETWEEN 8.40am and 9.45am on Friday 19 June (full school uniform is to be worn)**. You can, of course, keep any books you may need for any remaining exams that week.

A Yr 11 Examination Information booklet, timetable and statement of entry has been given to your child with this letter, please check carefully all the subject and levels of entry are correct. If you have any queries you should in the first instance contact your son/daughter's teacher or the Examinations Officer.

The period leading up to and including examinations should prove most rewarding and successful if students are well organised and feel supported by home and school alike. We hope that this letter makes arrangements clear but do not hesitate to contact us if further information is required.

We wish your son or daughter every success. Examination results will be sent out to arrive on **Thursday 27 August**, to all students, and it is therefore essential that you keep the school advised of any change of address. Examination certificates will be available for collection in November along with any coursework. Mrs Farrance (B&E Manager) and Wendy Wood (Connexions Adviser), will be available in school on Thursday 27 August between **10.30am and 12.30pm** for any students who wish to discuss the career implications of their results.

Yours sincerely

Mrs K Kerridge
Headteacher