

26 April 2017

Dear Parent/Carer

Re: Summer Series Examinations 2017

We are now approaching the home straight towards GCSE and A level examinations. I am sure your daughter is prepared and ready for the next few weeks and months ahead.

Your daughter has already received a copy of her exam timetable and will also receive a final exam timetable which will include her seat number and designated venue, including any exam access arrangements, if required. The Performing Arts building and Chapel will be used for exams. Each area will be closed to other students and supervision will be in place throughout the day to ensure limited noise levels during break and lunchtime. At this point in the year, I would like to outline the support measures that have been put in place for your daughter, this includes:

- Quality first teaching to every lesson – all staff follow a common lesson format which ensures that all ability levels are supported within the classroom e.g. higher order questioning skills, modelled answers, review of past papers and consolidation of learning;
- Additional revision sessions have been in place since September 2016, including revision days throughout the Easter holidays. All revision sessions have been very well attended, including the sessions during breakfast club, break and lunchtimes;
- Compulsory revision sessions have been in place for targeted groups of students;
- PSHE days have supported intensive revision support and help with unpicking misconceptions related to key topics;
- Outside agencies such as Elevate have provided bespoke revision support and stress management guidance in the lead up to exams. The same company also delivered a Parent Seminar in March 2017;
- Students also have access to online resources via the Elevate website to support revision;
- USB and revision resource packs were provided in January 2017, which contained all past paper and mark scheme materials as well as enhanced resources for each qualification;
- Year 11 and 13 Mock exams took place in February, this process helped to support and target students in the final lead up to exams.

A copy of the full exam timetable can be accessed via our school webpage www.stjulies.org.uk. Morning exams will commence **at 9.00 am prompt** and all afternoon sessions will **start at 1.00 pm prompt**. Exam access arrangements are in place for identified students, however it is essential that all students check their individual exam timetable to ensure they arrive at the correct exam room.

The first exam, of the summer examination series, will start on Monday 15 May 2017, and the last exam will be on Tuesday 27 June 2017. The final date of exams will not involve all students and it is important to check the school website for further details. **Students must arrive to school at least 30-minutes before an exam** to give them plenty of time to prepare before the exam starts. A free breakfast will be available from 8.00 am for all Year 11 to 13 students during the summer exam series (from Monday 15 May 2017), this will include a hot and cold breakfast as well as fruit and water. Bespoke revision sessions will also continue in the lead up to exams. Registration will take place in the Picardy dining room. **All students must wear full school uniform for all public examinations.**

We will continue to encourage students to attend all revision sessions and we expect all students to have their revision plans well underway by this stage in the year. All students have been provided with a revision timetable and continue to receive support on a daily basis within lessons, and during breakfast, lunchtime and after-school sessions. We encourage students to study for a **minimum of three hours each evening** in order to achieve the very best outcomes in their GCSE or A levels exams.

Please see below the study leave arrangements for summer 2017.

- Year 11 students will finish school on **Thursday 25 May at 3.15 pm**. All students must continue to attend lessons as normal;
- Year 13 students will finish school on **Friday 26 May**. The Year 13 Leavers' Mass will also take place on this day. More details will follow regarding this event;
- Once study leave has started all Year 11 and 13 teaching staff will remain in their teaching bases, if students wish to access additional revision support prior to their exams.

In preparation for the Summer Exam Series 2017, please find outlined below the responsibilities of ALL students:

- All Year 11 report to the Picardy dining room, and Sixth Form students (involved in exams only) report to the Sixth Form common room at 8.00 am each morning, starting from Monday 8 May. Sixth Form students not involved in exams must go to registration as normal. Students must report to this area **no later than 8.35 am** each morning. A free breakfast will be available each morning for all Year 11 to 13 students throughout the exam season.
- Students use the sign in sheets on arrival at the Picardy dining room or Sixth Form common room area.
- Students must check and double check their seat number (displayed in each dining room and on their individual exam timetable). Once Form Tutors arrive to register students there must be silence.
- Each exam venue and seat row will be called out. Students entitled to exam access arrangements will be called first (8.40 am) and directed to the correct exam room.
- Students must listen carefully to instructions and then line up outside the Picardy dining room (8.45am) or Sixth Form common room, where the Progress Leader and Assistant Progress Leader will be present to check attendance, tick present on the seating plan list and line students up in the correct seating order. Students will then be escorted by a member of staff to the relevant exam venue from this point.
- All students must hand in their mobile phones to the Progress Leader or member of staff from the Exams team. Each student will receive a corresponding raffle ticket and phones can be collected from dining room area at the end of each examination, with a valid corresponding raffle ticket.
- Until formal study leave begins all students must remain on site and attend lessons or revision as normal until 3.15pm each day.
- Once formal study leave begins students must sign out at the main reception area when leaving the building. AM and PM registration procedures with their form tutor will remain the same throughout the exam season.
- For PM examinations Year 11 students must report to the Picardy dining room or Sixth Form students to the Sixth Form common room no later than 12.30 pm. Students use the signing-in sheets on arrival at the Picardy dining room or Sixth Form common room.
- All students must adhere to the JCQ guidelines which relate to conduct during examinations.
- Any bags or personal belongings must be kept to a minimum and may be left outside the exam room venue. School will take no responsibility for the loss of valuable items. All valuable items must be handed in prior to the start of the exam, this does not include electronic devices or mobile phones which must be handed to a member of staff prior to entering the exam room.

If you have any further questions regarding the content of this letter please do not hesitate to contact school. Thank you for your continued support of your daughter's education. May I take this opportunity to wish your daughter the very best of luck in her forthcoming examinations.

Yours faithfully

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