

24 February 2018

Dear Parent/Carer

Re: Year 11 Summer Series Examinations 2018

In preparation for the forthcoming summer examinations, I am sending a final letter to remind you of the necessary arrangements, and outline herewith the key information for all candidates.

It is essential that all students adhere to the JCQ (Joint Council for Qualifications) guidelines. A copy of this information was posted home and published on the school website on 26 February 2018. This includes the materials, which can or cannot be taken into an exam room as well as key information regarding the use of electronic devices, such as, mobile phones and IWatches.

Unfortunately, during the summer exam series 2014, we had two candidates who took a mobile phone into the examination room. We were duty-bound to formally report this matter to the relevant exam board. Unfortunately, both candidates received zero marks for their paper and also had marks deducted from their other qualifications. **It is essential that your daughter hands her mobile phone or any other electronic devices to the Exams Team prior to each exam. Alternatively, mobile phones can be stored in lockers.** The procedures and processes for examinations must remain fair and accurate during any examination, which take place both in school and nationally. Our robust procedures ensure we remain a verified examination centre each year.

A copy of the JCQ guidance will be placed in each examination room. Students will also be reminded at the beginning of each examination. Each student has been provided with an individual copy of their exam timetable. A copy of the full exam timetable can be accessed via our school webpage www.stjulies.org.uk. I can confirm that 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. Year 11 students will go for their lunch at 11:50am each day from Monday 14 May. This will provide sufficient time for students to eat their lunch and prepare for the start of their afternoon examination.

The first exam, of the summer examination series, will start on Monday 14 May 2018, and the last exam will be on Tuesday 26 June 2018. 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 consisting of bacon/sausage on toast, cereal, fruit, yoghurt and water will be available from 8.00 am for all Year 11 students during the summer exam series (from Monday 14 May 2018). Bespoke revision sessions will also continue in the lead up to exams, this will include break-time, lunchtime, after-school and half-term holidays. **All students must wear full school uniform for all public examinations and revision sessions. If students arrive to school not in their school uniform they will be charged for the cost of the exam and will not be allowed to attend the School Prom or Graduation event.**

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 lunch-time and after-school sessions. Revision materials (including a USB pen with past papers and mark schemes) were given to all students before Christmas. Additional revision resources have been provided in the lead up to public examinations. We encourage students to study for a **minimum of three hours each evening** in order to achieve the very best outcomes in their GCSE exams. Students also have free access to GCSEPod, which provides short video clips for all qualifications and supports recall skills, retention and consolidation.

Study leave will not be permitted for any student during the examination season. Previous years have demonstrated that students achieve higher grades by being present in school and attending all lessons and additional revision sessions. Masterclasses will be built into the school timetable in the lead up to examinations. Year 11 students will have exclusive access to B001, which has a full suite of computers and will be available throughout the day. Normal attendance procedures will continue throughout the exam season.

In preparation for the Summer Exam Series 2018, please find outlined below the responsibilities of ALL students:

- All Year 11 report to the dining room from 8.00 am each morning, starting from Monday 14 May. Students must report to this area **no later than 8.30am** each morning. A free breakfast will be available each morning for all Year 11 students throughout the exam season.
- Students use the sign in sheets on arrival at the dining room.
- Students must check and double check their seat number (displayed in the dining room or on their individual exam timetable). Once Year 11 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 in the dining room (8.45am), 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, member of staff from the Exams team or lock safely in their lockers before 8.30am. Each student will receive a corresponding raffle ticket and phones collected from the dining room area at the end of each examination, with a valid corresponding raffle ticket.
- All students must remain on site and attend lessons or revision as normal until 3.15pm each day.
- For PM examinations Year 11, students must report to the dining room no later than 12.30 pm.
- 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 must 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. On behalf of all staff at St. Julie's, may I take this opportunity to wish your daughter the very best of luck in her forthcoming examinations. Thank you for your continued support of your daughter's education.

Yours faithfully

Mrs K McCourt
Deputy Head teacher for KS3/KS4

kmccourt@stjulies.org.uk

Mr C Willis – Deputy Headteacher KS4/5
Miss Gawley – Head of Middle School (temporary)
Miss Corrigan – Year 11 Progress Leader

cpwillis@stjulies.org.uk
lgawley@stjulies.org.uk
ccorrigan@stjulies.org.uk