



CLAREMONT HIGH SCHOOL ACADEMY

26/04/2017

Dear Parent/Carer,

I am writing to inform you of the arrangements for year eleven as the exam period approaches.

Study Leave does not officially exist anymore and therefore students are required to be in school during normal hours after the exam period begins. However, from Monday 15th May, year eleven will have a reduced timetable which focusses on exam preparation.

From this time onwards pupils are expected to attend school when they have a timetabled examination or a masterclass. (individual exam schedules have been previously issued.)

REVISION MASTERCLASSES –Between now and the end of exams, there will be a series of Revision Masterclasses in certain subjects. These will generally take place just before the exam in the subject concerned and will be for selected pupils only. Heads of Subject will send letters with further details to those pupils and it is compulsory that they attend. Research suggests that ‘last minute’ booster sessions can have a positive impact on the final grade achieved. Pupils are strongly encouraged to make the best use of their time, both within school and at home, to ensure that they are fully prepared for their exams.

The school is open as usual and year 11 will be able and welcome to use a range of facilities to work individually and in small groups – they are encouraged to seek additional help from their teachers as and when possible. They should aim to make good use of their time between exams and revision lessons. The school canteen operates as usual and can be used by all pupils.

If students wish to remain in school before or after exams to study, the following areas of the school will be available to them:

- M007 (ICT room)
- The Library
- The Street
- Monty's (to get food/drink)

If students are using these areas they **MUST SIGN IN AND OUT** of school for safety reasons in one of the following places: Reception, KS4 Hub, the Library, M007.

EXAMINATION CONDUCT – Pupils will be briefed during assembly on the 3rd of May regarding their conduct in exams and must adhere to the guidelines identified. Failure to comply can in extreme circumstances lead to examination papers being cancelled. External invigilators are being employed to assist the examination process and must be responded to appropriately like any other member of Claremont High School staff.

It is essential that in the exam room no communication or distraction takes place between pupils. They have been instructed that they will not be allowed to bring mobile phones into the exam hall and so they should leave these at home, along with any other electric equipment. Any outdoor clothing and bags must be left at the back of the examination room. Pupils attending exams should be in normal school uniform. They should arrive 15 minutes prior to the published ‘start time’, in order that they can be seated appropriately, papers issued and all queries settled by the published ‘start time’.

Any pupil whose conduct causes a problem, in or out of exams, during this exam period will not be allowed to attend the Year 11 Prom on Thursday 6th July 2017.

Each exam entry has been paid for by the school and so if a student fails to turn up to a timetabled examination, they will be fined for the cost.

BOOK RETURN DAY – Monday 26th June is the final deadline. Before half term students need to collect book return forms from Mr Bartholomew or Mr Rai and should begin returning books as and when exams finish. Any 'old' text books that pupils may have accumulated can be placed in the 'Amnesty Box' in the Hall on that day. Once completed, the Book Return Form must be presented to the appropriate PPM. Any Locker Key Deposits (£5) can then be collected from the Pupil Support Team, in return for their Locker Keys.

Any school blazers or ties can be donated, which will be cleaned and made available for emergency use for future pupils in need.

Any issues re the above, refer to the Year 11 Team (Mr Bartholomew and Mr Rai).

GCSE EXAMINATIONS RESULTS - GCSE results will be available for collection on Thursday, 24th August 2017. Year 11 pupils must collect their result slips in person between 8.30 - 10.30 am.

Alternatively, if pupils want their results to be posted then a stamped addressed envelope should be provided to Ms McFarlane-Ryce (Examinations Secretary), as well as a signed note from the pupil giving permission for their results to be sent by post.

BEYOND YEAR 11 – All pupils returning to Claremont's Sixth Form in September must ensure they have all relevant details of Induction and Registration dates from the 6th Form Pastoral Team. (Ms Thomas, Ms Singh and Ms Dixon) They should also attend the 'Summer Orientation'. Further details will follow in a separate letter.

It is obviously essential that students remain focused in this important period leading up to the GCSE examinations – they need to be honest with themselves about the amount of work they are doing – revision isn't easy but it is hard work. Students need to plan and use the time available to cover the range of subjects and try to include different revision techniques in each period. Encouragement, praise and support from the rest of the family are always a great help, and the hard work will be rewarded when grades are published in August.

Finally, we wish all our Year 11 pupils the best of luck in their examinations.

Yours sincerely,



Ms Tora
Head of Curriculum



Ms Toft
Senior PPM (Head of KS4)



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