May 2014

Our Ref: 2013/104

Dear Parent/Carer

**Year 11**

As we approach the start of the Summer examinations and course completion for our Year 11 students, I would like to take this opportunity to highlight some very important information for your attention. Please find attached a fact sheet detailing the procedures for examinations, results and leaving arrangements.

On 21 March 2014 students were issued with their final Progress report for Year 11. I trust a copy of this report made it home! Should you wish to speak to someone at the College regarding this report or any concerns you might have, please don’t hesitate to contact your child’s Personal Tutor or any of my senior staff at the College.

Finally, please accept my sincere thanks for your continued support. Here at the College we are all looking forward to every student achieving the rewards that they deserve.

Yours sincerely

Mrs E A Coffey

Principal

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**Essential Information for Year 11 Students**

1. **Summer Examinations 2014**

**a) Revision**

Students have had specific input through the curriculum concerning revision and we hope that, by this stage, they are well underway with their independent revision outside of College hours. I have enclosed a copy of the examination preparation session timetable which has been issued to all Year 11 students. As you will see, students are expected to attend preparation sessions for any examinations for which they are entered. For all examinations during the May holiday/Inset week and Term 5, and to comply with the Examination Boards’ security regulations, it is imperative that your child arrives and registers promptly for these sessions at the times stipulated. Failure to do so could result in the Examination Board refusing to accept your child’s paper. Students have been made fully aware of this and we believe that these sessions will maximise the support we give them at this crucial time.

**b) Access to Library and Information Centre**

On Monday, Tuesday and Wednesday, 19, 20, 21 May, the Library and Information Centre will be open between 9.30 a.m. and 12.30 p.m. for Years 11, 12 and 13 only. Please note, **College dress must be worn** and there are no catering facilities available, other than the vending machines.

**c) Summer Examinations 2014**

The students will be issued with their Final Examination Timetable for the summer period on Tuesday 6 May and in the meantime a copy is enclosed for your information. **Please read the Timetable very carefully** and ensure that your child is aware of their individual start times of each examination, as these can vary due to examination clashes etc. As your child will be attending the preparation sessions, prior to each examination, they will already be in College and will have plenty of time to arrive, fully equipped, for the start of their examination.

**d) Regulation and Guidance for Candidates**

An electronic version will be issued to all students with their timetable and a copy is available from the College web site. It is the responsibility of all candidates to familiarise themselves with these, as failure to abide by these regulations could result in disqualification. In particular your child ***must not*** have a mobile telephone or any other form of electronic communication or recording device on or about their person during an examination. Any student in possession of such a device is liable to be in breach of Examination Board Regulations, and could face disqualification from that and all other examinations. The importance of appropriate behaviour during public examinations will be emphasised with students when I meet with them in Gathering. Any student who does not behave appropriately will run the risk of forfeiting all examinations. ***All students must adhere to the College dress code in order to sit the examinations.***

1. **End of Key Stage 4 Procedures**

**a) Year 11 Leaving arrangements**

Students will not be required to attend the College following the date of their last examination. They are required, however to return books to the Information Centre and any other equipment to the College by 27 June 2014. This includes their locker key to the College Reception; any students who are returning in Post-16 will be allocated a new locker. Returning books and equipment is vital and means that we are able to distribute these resources to students who need them. This will also avoid any delay in the presentation of examination certificates later in the year.

**b) Examination results** will be published on Thursday 21 August 2014.

***These must be collected in person at 11.00 a.m. Students who hope to return to the College for Post-16 must confirm their place with us at this time. If you will be away on holiday, please contact the College Examination Office to make alternative arrangements.***

1. **Bus Passes**

Year 11 bus passes issued by the College have an expiry date of Friday 16 May 2014. Thereafter, half price bus fare will be refunded at Reception on production of bus tickets. ***This facility is available only to those students whose bus pass has expired, and a list of those eligible will be at Reception*.**