May 2014

Our Ref: 2013/106

**To the Parents/Carers of Year 13 students**

Dear Parent/Carer

I would like to draw your attention to the following important information:

**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. It is also essential that your child arrives at College in plenty of time, fully equipped, at least half an hour prior to their individual start time.

The students have been made aware that sessions continue for many of their courses until the examination takes place.

**Regulations and Guidance for Candidates**

An electronic version will be issued to all students with their timetable and a copy is available from the College website. 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.

**Dress Code for Examinations**

All students sitting public examinations must adhere to the College dress code.

**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 that **College dress must be worn** and there are no catering facilities available other than the vending machines.

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**Examination Results**

Will be available at 9.00 a.m. on Thursday 14 August 2014. ***If you will be away on holiday, please contact the College Examination Office to make alternative arrangements.*** Staff will be available at this time to support students with the UCAS procedures or Clearing, should they need it.

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 they deserve.

Yours sincerely



Mrs E A Coffey

Principal

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