May 2015

Our Ref: 2014/105

**To the Parents/Carers of Year 12 students**

Dear Parent/Carer

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

**Summer Examinations 2015**

**(a)** The students will be issued with their final Examination Timetable for the summer period on Friday 1 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 told this and other information relating to examinations. During the examination period, students may study at home on the morning of an afternoon examination. However, at all other times they are expected to attend sessions. The programme of study for A2 begins in Term 5 and students will continue with all of their current courses until the results of AS modules are known in August.

**(b) 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.

**(c) Study Spaces for Years 11, 12 & 13**

Students are welcome to study in College during the Teaching & Development week, 18 – 22 May, between 8.00 a/m/ - 4.00 p.m. These sessions will be supervised and students will be advised at Reception where this will take place. Please note, **College dress must be worn** and there are no catering facilities available, other than the vending machines.

**(d) Examination Results**

Will be available at 11.00 a.m. on Monday 17 August 2015. Students are required to attend College at this time to ensure a smooth transition to Year 13. If you will be away on holiday, please contact the College Examination Office to make alternative arrangements.

**(e) Enrichment Week 06 – 10 July**

Enrichment Week is one of the many opportunities for Year 12 students during Term 5. As we hope you are aware, students have been very busy securing two weeks work placement which they are permitted to take during weeks commencing 29 June 2015.

In addition to this focus on employability, students will be deepening their learning is preparation for Year 13.

Furthermore, those students who are not on work placement during Enrichment Week will be allocated an activity with a focus on leadership and supervisory responsibility. Something which we know will support their personal development and enhance their C.V.!

Thank you for your continuing support.

Yours sincerely

Mrs E A Coffey

Principal

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