

Kingstone

A COMMUNITY SCHOOL
with performing arts status

Our Ref: MJN/EW/y11endofyearlett11

May, 2011

Dear Parent/Carer

Although some GCSE examinations have already been undertaken, it seems timely that I write to inform you of the arrangements and formalities for the remainder of the school term in relation to you and your Year 11 child.

Your child has been issued with an examination timetable for the forthcoming summer exams which clearly states the venue, dates and times for each exam that your child is scheduled to sit. Please note that 'study leave' in the traditional sense begins on **Monday, 6th June**, the day on which pupils are scheduled to return from the Spring Bank Holiday. Up until this date, we expect all our pupils to attend for all school sessions.

The prom for all Year 11 Prefects will take place in the school's South Hall on Thursday 26th May from 7:00 pm. It has become a great tradition that parents and family friends are present to witness the arrival of pupils on this amazing evening and I look forward to seeing many of you there on this evening.

Friday, 27th May will be the last day that your child will be expected to attend school following their normal timetable and we expect all pupils to be appropriately dressed and conduct themselves in a respectful manner. This date also holds great significance as it will also see the Year 11 Leavers' Assembly take place some time during the school day, where the year group will assemble for the last time to express thanks and say their farewells. Following this assembly, all pupils will be dismissed from the school premises.

Upon our return after Spring Bank, the traditional 'study leave' will commence. During this period, it is not feasible to offer a normal timetable; however, rooms will be provided for private supervised revision throughout this period, should you feel that your child would benefit from remaining in school. Please note:

- All Pupils must be in school for examinations in subjects which they are studying. This will necessitate attendance for morning or afternoon sessions as appropriate. If pupils do not have an examination in a morning or afternoon session, they have the choice, with their parents' permission to either:
 - A. Remain at home under parental supervision to prepare for forthcoming examinations. Parents are reminded that the welfare and safety of children who are absent from school with their permission, rest with them and not with the school.or
 - B. Attend school to revise in specific rooms under strict supervision.

Before the start of each examination session, pupils should register in the canteen/social area where they will be given any last minute instructions and the opportunity to get into the right frame of mind before

being taken to the examination rooms. Full school uniform must be worn throughout the examination period; this also includes correct footwear. The final examination takes place on **Friday, 24th June**.

I'm sure you will acknowledge that, these remaining months are crucial and it is essential that school and parents work together to ensure that each pupil fulfills their potential.

• **Throughout the exam periods - What the school will do**

- Issue an examination timetable and brief pupils thoroughly on the arrangements.
- Ensure all pupils are familiar with the components of each examination subject.
- Provide revision rooms.
- Provide guidance for subject revision.

• **Throughout the exam period - What parents can do**

- Know son/daughter's exam programme.
- Provide a quiet working environment for revision under parental supervision.
- Talk to your son/daughter about their revision programme.
- Offer encouragement and support.

Results Day is Thursday, 25th August – 10:00 am; if your child is unable to attend, please supply a SAE with written permission from yourself and results will be posted out.

It only remains for me to wish everyone in Year 11 good health, happiness and success in the future.

Yours sincerely

Mrs M Johnston

Head of Year 11



G.C.S.E. EXAMINATIONS – STUDY LEAVE COMMENCING, 6th JUNE 2011

Please return to the appropriate Form Tutor by **Friday, 6th May 2011**.

I am familiar with the examination timetable for my son/daughter and the details of the arrangements.

A

* My son/daughter _____ Form _____
will remain **AT HOME UNDER SUPERVISION** when not sitting examinations in school.

OR

B

* My son/daughter _____ Form _____
will remain in school for the whole duration and use the revision rooms **IN SCHOOL** when not sitting examinations in school.

* **tick box as appropriate** **Parent/Carer's Signature** _____