

18th March 2010

Dear Parent/Carer,

Re: Year 11 Examination and Leaving Arrangements

As Year 11 approach their GCSE examinations, I felt that it would be useful for me to write to you with relevant information relating to the weeks leading up to this important event. Please find attached therefore a copy of the timetables for the forthcoming practical, oral and written GCSE examinations. I would suggest that you keep these in a prominent place in your home.

Please accept my apologies for the length of this letter!

Monday 22nd March 2010 – Practical Examinations begin

Most students will have at least one practical examination before the Easter break. The subjects which have a practical examination are MFL, Art, Photography, Dance, Music, and PE. During the week all students will be expected to be in their timetabled lessons unless they have an examination. Students should already know their Practical Examination timetable, a copy of which is attached, and will have an allotted time to come out of their lesson to complete their examination.

Tuesday 18th May 2010 – GCSE Examinations begin

This is the first day of the GCSE examination period. Students should already be checking the timetable to ensure they are fully prepared. During this week, if a student is not in an examination, they are expected to be in their timetabled lessons. A copy of the GCSE timetable is attached.

Wednesday 19th May 2010 – The Leaving Assembly

Students are asked to arrive in school at 11.05am (by which time GCSE Dance students will have completed their examination) and will be greeted by their tutors and enjoy refreshments in the Year 11 Dining Hall. The Leaving Assembly will begin at 11.30am and last approximately one hour, after which students will leave the school premises. I am in the process of preparing the Assembly and would welcome any amusing school-related pictures/stories you may have. These can be given to staff in the main office, but please make sure that they have the name of your child on the reverse. They will be returned to you at the earliest opportunity. Alternatively, you can email them to Sarah Coe (Assistant Head of Year) at sco@gilberd.com.

Study Leave

From Thursday 20th May, when students are not sitting an examination, they are invited to attend their scheduled lessons for revision work with their teachers. All Year 11 teachers will be available to facilitate revision sessions. **It is strongly recommended that all students make use of this time.** From Monday 7th June students are only expected to be in school for their examinations or if they have arranged to meet with a member of staff for revision purposes. Students will be registered in their examinations, **but must make sure they sign in at the front office if they are coming in for a revision session.**

Examinations

Students should have checked their examination entry slips from the Examination Board and the published Final Examination Timetable to ensure correct entry. Please encourage your child to be fully equipped for the examinations and to arrive in good time. In the event of an absence from an examination, Mr. Arnott must receive a doctor's note **on the following day**. This will help us apply for special consideration.

Uniform

Full school uniform is to be worn whenever students are in school to sit an examination or to visit a teacher.

Thursday 8th July 2010 – Leavers Ball

The 2010 Gilberd School's 'A Midsummer Night's Dream' Ball is taking place at The Essex Golf and Country Club, from 7.00pm - 11.30pm. Students are to make their own way to and from the venue. Students know that attending the Ball is a privilege to celebrate their hard work over the last five years. Please be aware that invitations can be revoked up to the day of the Ball. The expectation is that until students leave The Gilberd in June, their behaviour, punctuality, attendance and uniform must meet school standards.

Registration

Throughout the examination period registration will occur in the examination rooms. However, students who are visiting the site to revise or consult a teacher or attend a revision session must sign in at the main office.

Return of books and equipment

Lockers must be cleared out and left in good condition. The final day for this is Friday 28th May. Students need to make sure that all books and equipment have been removed from their locker at this point. Keys must be returned to the main office or students will be charged £5 for a replacement. Any text books or library books must be returned to the appropriate member of staff.

GCSE Results Day

GCSE results are available on Tuesday 24th August. Students will be able to collect their results at the school from 10:00am onwards and members of staff and I will be available in school to assist with any queries. The results are addressed to your child and only they can collect their results. However, if necessary, results can be sent by post. Please provide Mr. Arnott with an A4, stamped and self-addressed envelope if your child wishes to receive their results by post. **Please note that stamps to the value of 51 pence will be needed on the envelope.**

Finally, I would like to close by saying how much I have enjoyed working with the year group in the short time I have been Acting Head of Year. I would also like to wish them every success in their forthcoming examinations.

The next time I meet you as parents will be at our GCSE Presentation Evening which has been provisionally booked at the Charter Hall for Wednesday 24th November. Invitations will be sent to you nearer the time and I look forward to seeing you there.

Please acknowledge receipt of this letter by returning the reply slip below via your son/daughter to their Form Tutor by Friday 26th March 2010.

Yours sincerely,

Mr J Mitchell
Assistant Headteacher

Encs.

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To be returned to Form Tutor by Friday 26th March 2010

Name: _____ Tutor Group: _____

I acknowledge receipt of the Examination and Leaving Arrangements Letter dated 18th March 2010

Signed : _____ (Parent/Carer) Date: _____