



Our ref: ccn/wda

April 2016

Dear Parent/Carer

Re: Year 11 GCSE Exams 2016 and Attendance

We are fast approaching the start of the formal GCSE exams and I am sure that you will want to support your daughter at this very important time. This letter contains vital advice and information about the GCSE exams which will commence this year on: **Tuesday, 3rd May 2016**. The official exam timetable is on the school website and also attached to her handbook. Your daughter's individual candidate timetable, which lists her personal exams, (seating plan to follow) has been given to her. Please ensure that she writes her exams in her planner and does not lose this information.

Please encourage your daughter to use her revision timetable and attend as many revision sessions as possible. Her tutor in school is also supporting her with this piece of work, using the revision planner provided.

Exam period and Attendance

The normal school timetable will continue until the 27th June 2016. Your daughter will be expected in school every day until 17th June as this is the only way she can maximize on the opportunities for revision, exam preparation and expert advice. If she has already completed the GCSE exam in a subject she will be allowed to revise for other subjects within the lesson. From 17th June to 27th June your daughter will only be required to attend the lessons in which they have not yet sat an exam. It is an expectation that all students sign in and out of the school reception when they attend school for these lessons. All of these lessons are compulsory and your daughter will be marked with an unauthorised absence if there is no specific reason for her not to be in school.

All students should attend in full school uniform. Defaults will continue to be issued for incorrect school uniform, or lack of equipment. Reward cards will be issued as per usual for excellent effort and behaviour etc. Please ensure that you contact the school to alert us to any absence in the usual manner. There is no official school leaving date for students in year 11 as all students are required to be in full time education until they are 18 (Raising Participation).

BTEC Courses and European Computer Driving License (ECDL)

All BTEC courses (e.g. Health and Social Care, Child Development) and the ECDL will carry on until 30th June. Students must attend these lessons until you have received a letter confirming that all coursework elements and exams have been completed. If you have not received this letter then your daughter must attend all sessions.



PRINCIPAL: Lucy Monk

Attending for Examinations

Your daughter is required to come to school at least 15 minutes prior to the start of her examination in full school uniform, with the correct equipment required, knowing where she is seated and her candidate number. Any incorrect uniform may result in your daughter not being allowed in the exam hall. Please be aware that there is only one sitting for an exam. Students will be not granted access to the hall if they arrive late to the exam. If for any reason your daughter is unable to attend please contact the Upper School office immediately. You will be required to provide medical evidence that she was not well enough to attend the exam.

Please be aware that some of the afternoon exams may run after the end of the school day so alternative travel arrangements may have to be made. This is especially relevant on Wednesdays when we have a 2.30pm finish.

Moving On Assembly

We will be holding a Moving on Assembly during the morning of Thursday 30th June at the Hastings Centre. This will be a celebration of the last five years of study and will be an opportunity for all students to say good-bye to their form tutors as they move onto 6th form or College. We continue to report on your daughter's attitudes to school, attendance and punctuality, so being in school every day this term will contribute significantly to her College/6th form reference.

School Prom

The School Prom is being held at the Ark William Parker School Hall on the evening of Thursday 30th June 2016. Tickets for this event will be given out after the Assembly at the Hastings Centre in the morning. The year 11 hoodies will also be distributed at this time.

It only leaves me to wish every Helenswood girl the very best in her forthcoming examinations. Students have worked incredibly hard throughout the year and we look forward to celebrating their success on results day: Thursday 25th August 2016 at 10am in the Upper School Dining Hall.

Please do not hesitate to contact me if you have any questions.

Yours faithfully



Mr C Connor
Vice Principal