

Dear Parents / Carers

As the examination period draws closer we would like to inform you about the arrangements regarding the start of the GCSE exams beginning **Monday 13th May**. A separate letter will be sent outlining the celebratory events planned for when all exams have been completed.

Experience and feedback from current Sixth Form students has shown that more is gained in the long term by girls being taught by their teachers rather than being at home for long periods of time in the weeks leading up to the examinations.

Year 11 will remain in all lessons up to and including **Friday 24th May**. The only time when they can CHOOSE (but this is not compulsory) to revise at home is in the half day session before an exam as outlined in the table below:

Periods	Monday 13th May	Tuesday 14th May	Wednesday 15th May	Thursday 16th May	Friday 17th May
Exam am	Computing	French Listening and Reading	PE BTEC Health	Chemistry and Combined Science	French Writing
1 to 4	Optional home study for all GCSE RE pupils	Optional home study for all pupils not in French exams	Optional home study for all pupils not in PE exam	Exam for all pupils then normal lessons (Computing students to go to Library)	Optional home study for GCSE Drama pupils
Exam pm	RE Christianity	Biology and Combined Science	English Literature	Computing	Drama and PE
5 and 6	Optional home study for GCSE French pupils	Science exams for all pupils	English Literature exam for all pupils	Optional home study for GCSE French and PE pupils only Normal lessons for all other pupils	Normal lessons for all other pupils

Periods	Monday 20th May	Tuesday 21st May	Wednesday 22nd May	Thursday 23rd May	Friday 24th May
Exam am	RE Islam	Maths		English Literature	
1 to 4	Normal lessons for all other pupils	Exam for all pupils then normal lessons	Optional home study for all pupils	English exam for all pupils followed by normal lessons	Normal lessons for all pupils

Exam pm		Geography	Physics and Combined Science		
5 and 6	Optional home study for all pupils	Normal lessons for all other pupils	Optional home study for all pupils	Normal lessons for all pupils	Normal lessons for all pupils

*** Unless actually sitting an exam at this time**

FULL uniform will be worn at all times throughout this period including during the exams. Incorrect uniform may delay the start of the examination for your daughter.

We recognise that girls can get very nervous before an exam, especially in the morning. Therefore, we will be running exam “surgeries” with free breakfast from 8.00a.m. – 8.30a.m. on the day of a morning exam throughout the examination period up to and including **Monday 17th June**. Teachers of the subject to be examined will be available in the canteen area to answer last minute questions over a croissant and a cup of tea. All girls taking that morning’s exam are welcome.

All exam dates and times are accurate on the statements of entry and the timetables already issued by Ms Dalziel.

If the behaviour of any pupil up to the end of the May half-term is unacceptable, or adversely affects the learning of others at this crucial time, we may be left with no other option than to remove the pupil from lessons into supervised study.

Please refer to the school website for further information including relevant policies and guidance from the Joint Council for Qualifications regarding conduct during examinations.

Year 11 into 12 Induction

This will occur between Wednesday 26th June and Friday 28th June where a number of induction activities will take place across the Sixth Form Consortium. It is **compulsory** for all girls offered a place in the Bishop’s Sixth Form to attend the three-day induction as preparatory A Level work will be set to be submitted in September.

Textbooks / Orange Equipment Return Card and Lockers

Textbooks for each subject are to be taken to the Dining Hall on the day of the final exam in that subject. A member of subject staff will collect them and sign the orange equipment return card. Pupils will be issued with this card nearer to the examinations and further details will be given to pupils then. The completed card must be handed in to Mrs Dayton on the day of each girl’s final GCSE examination or by **Thursday 20st June** at the latest. All lockers need to be cleared by **Friday 14th June** at the latest. Incomplete cards or no return of the card may lead to a delay in your daughter receiving her exam results in August, as she will have to have the outstanding books signed off then.

Uniform

We would appreciate you donating any items of school uniform to the Parents’ Association, particularly skirts, jumpers, trousers and blouses. All items should be brought to the school office. This provides a very useful supply of uniform for our New Intake Evening in July.

Prize and Certificate Evening

This will take place on Thursday 19th December. Every pupil will be invited to attend and receive her GCSE certificates. It will be a good opportunity for everyone to celebrate their successes. Please ensure your address / contact details are up to date.

Finally, we hope these arrangements are clear and would like to thank all parents for the support and encouragement you are giving your daughter at this important time.

Yours sincerely

Mr H Pandya
Assistant Headteacher