



Bishop's Hatfield Girls' School

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YEAR 11 ARRANGEMENTS LETTER 2022

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 16th May**. A separate letter will be sent outlining the celebratory events planned for when all exams have been completed.

Year 11 lessons will continue to run up to and including **Friday 27th May**. Pupils have the choice of attending school and lessons or revising at home. Experience and feedback from previous year groups has shown that more is gained in the long term by pupils being taught by their teachers rather than being at home for long periods of time in the weeks leading up to and during the examinations. Lessons during this period will be revision focussed and support pupils with final preparations for exams. If pupils are revising at home before coming in for an examination they must be ready to enter their allocated exam room at least 15 minutes prior to the exam starting. The table below outlines the exams that are running during this period to Friday 27th May. You will see that there are times during both weeks where pupils do not have exams and so they can choose to come into school to attend the lessons that they would normally have at those times. If pupils are not attending lessons then they must be off site and this will be authorised as study leave.

Periods	Monday 16 th May	Tuesday 17 th May	Wednesday 18 th May	Thursday 19 th May	Friday 20 th May
Exam am	RE Christianity	Biology/Combined Science	English Language	History Medicine	Maths Paper 1
Exam pm	Computing		German Listening and Reading	Drama	

Periods	Monday 23 rd May	Tuesday 24 th May	Wednesday 25 th May	Thursday 26 th May	Friday 27 th May
Exam am	Geography	Listening and Reading French	English Literature Paper 1	Listening and Reading Spanish	Chemistry/ Combined Science
Exam pm	Citizenship	PE		RE Islam	Computing

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 child. Following half term, pupils do have the option of attending school. Teachers will continue to be available to support pupils with revision until the last exam in that subject and normal lesson rooms will be available.

We recognise that pupils 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 **Thursday 23rd 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 pupils 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.

Please be aware that if your child does study BTEC Health and Social Care or BTEC Sports Studies they may be required to attend lessons after May half term through till the end of June or until signed off by their teacher. This is so that we can ensure pupils are fully supported with completing their assignments to the best possible standard.

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 isolation.

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

Exam Contingency Day

The Exam Boards have set a Contingency period upto and including Wednesday 29th June. Should there be any emergency within any of the Examination Boards preventing examinations from going ahead, the period of time upto and including 29th June may be used. Therefore, it is important that each pupil notes this period regardless of when their exams finish to ensure that they are available for the whole day.

Year 11 into 12 Induction

This will occur between Friday 24th June and Friday 1st July where a number of induction activities will take place across the Sixth Form Consortium. It is **compulsory** for all students offered a place in the Bishop's Sixth Form to attend the 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 Miss Graves on the day of each pupil's final GCSE examination or by **Friday 24th June** at the latest. All lockers need to be cleared by **Friday 24th June** at the latest. Incomplete cards or no return of the card may lead to a delay in your child receiving their exam results in August, as they 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.

GCSE Certificates

GCSE and BTEC certificates will be available to collect from Ms Dalziel from December 2022.

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

Yours sincerely

Mr H Pandya
Assistant Headteacher