

YEAR 11 ARRANGEMENTS LETTER 2023

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.

The exams will start shortly after the Easter holidays with practicals and orals taking place before the start of the written papers from Monday 15th May.

From Monday 15th May pupils have the choice of continuing to attend lessons or revising at home. Lessons during this period will be revision focussed and will support pupils with final preparations for exams, so we would encourage pupils to attend to make use of the structure and support offered by teachers in school. Teachers will be available at the usual lesson times. This system works on a half day basis, so when pupils choose to come in they must be in for the whole morning and can leave at lunchtime, or can arrive at lunch for the whole afternoon, or can stay for the whole day. It is not possible for them to drop in and out of lessons on an adhoc basis. Sign in sheets will be provided in reception and pupils will need to register their attendance there.

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. If pupils are not attending lessons then they must be off site and this will be authorised as study leave.

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

Full uniform must be worn at all times throughout this period, including during the exams. Incorrect uniform may delay the start of the examination for your child.

We will be running exam "surgeries" from 8.00a.m. – 8.30a.m. on the day of a morning exam throughout the examination period. Teachers of the subject to be examined will be available in the canteen area to answer last minute questions. 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 check this carefully so you and your child are aware of their exam timetable.

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 until 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 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 and send them home for study. I am pleased to say that this is exceptionally rare at our school but we do have to make sure that all our pupils are able to work and revise without distractions.

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 up to and including Wednesday 28th June. Should there be any emergency within any of the Examination Boards preventing examinations from going ahead, the

period of time up to and including 28th 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: Launch of 6th form courses (compulsory)

This will take place from Wednesday 21st to Friday 23rd June and is where a number of induction lessons 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 at the start of September. The induction process enables students to make a smooth transition into our 6th Form.

Lockers

All lockers need to be cleared by Friday 26th May, the Friday before half term, at the latest. After this date items may be removed and disposed of.

Textbooks / Orange Equipment Return Card

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 Ms Dayton on the day of each pupil's final GCSE examination or by Tuesday 20th 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 Cameron (exams officer) in December 2023.

Celebratory Events

There are a number of exciting events planned to celebrate the success of Year 11.

1: Celebration assembly and presentation: Tuesday 20th June, 11.15am - 12.15pm.

Pupils can attend this event in school uniform or in appropriate own clothes. There will be a formal assembly and form presentations, and a time for shirt signing. It will not be possible for pupils to visit form rooms or other teachers during this time, as they will be teaching.

2: Prom A separate letter detailing the arrangements for Prom, taking place on Saturday 24th June has already been sent home.

3: Thorpe Park: A separate letter regarding the trip to Thorpe Park on Monday 26th June has already been sent home

To help you with an overview of the important dates, please see the grid below:

Monday 15th May	Morning Exam Surgeries begin - 8 - 8.30am Pupils may study in lessons in half day blocks, or may study at home.
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Friday 26th May	Lockers must be cleared, Half term begins
Tuesday 20th June	Orange book forms must have been returned to Ms Dayton by this date Celebration assembly and presentations: 11.15am -12.15pm
Wed 21st - Fri 23rd June	6th form induction: 6th form course introduction (compulsory for returning students)
Saturday 24th June	Prom (a letter has already been sent home)
Monday 26th June	Thorpe Park trip (a letter has already been sent home)
Wednesday 28th June	Exam Contingency Day- set nationally by Exam Boards

Our expectations during this time

Please remind your child of their responsibility to work hard and be kind to others at this stressful exam time. It is important to stress that the invitation to any of the celebratory events is entirely at the discretion of the school and there is no automatic right of attendance. Should the behaviour of your child fall below the standards we expect they may have their invitation to attend these events removed. The vast majority of pupils are rightly excited to celebrate with their friends, and we hope that the atmosphere of celebration can be enjoyed by all.

Many thanks for your continued support. We wish your child the very best for their exams and next steps.

Yours sincerely

Mrs Langston
Assistant Headteacher

BISHOP'S HATFIELD GIRLS' SCHOOL

YEAR 11 EXAMINATION REGULATIONS

Information for Candidates

1. All written examinations take place in the Sports Hall unless large numbers require an overflow room or a support room is in use.

Candidates should be in their allocated seat at least 10 minutes before each examination is to begin, those in additional rooms should go to the Sports Hall 10 minutes before the examination to check which room has been allocated. There may also be messages from teachers.

2. **Illness** If a candidate is unwell on the day of an examination then the school office should be informed before the start of the examination. If any pupil misses an exam, they will be required to catch up in an after-school session.
3. **Equipment** All candidates must be equipped for examinations with:
 - Two black pens, two pencils, an eraser, coloured pencils, a long ruler, and a calculator without a lid.
 - A clear plastic bag or clear pencil case in which to put equipment.
 - **Water bottles must be clear, they should not be coloured**

Calculators may be used in any examination, unless instructed otherwise. They must be silent, battery operated and must not contain any stored programs. Instruction leaflets and removable cases are not permitted in the examination room. Leave them at home.

It must be noted that:

- Only black ink is permitted for written papers. Do not write in pencil. (Remember also that in public exams gel pens are no longer allowed.)
- Pencil, coloured pencils or inks may only be used for diagrams, maps, charts, etc.
- Correcting fluid, correcting pens and highlighters must not be used on answer papers.
- Only plain (not flavoured) water in a small, clear plastic sports top bottle will be permitted in the examination room. **The label must be completely removed prior to entering.** Any bottles that do not meet these requirements will not be permitted. No other food or drink is to be taken into the examination rooms. If there is a medical reason why an item is required, evidence must be provided to the Examinations Officer, preferably before the day of the examination.
- Please be aware that **no watches are allowed into exams.**

NOTHING else is to be brought into the examination apart from the equipment stated. **Do not bring your mobile phone**, any other electronic device or purse into the examination room, this includes all watches. Where the school provides storage facilities for valuables, then this storage is entirely at the risk of the candidate. It is better not to bring valuables to school. Students are asked not to use the lockers outside the Sports Hall to store belongings as they will be dismissed via the fire exits and will not be able to recover their belongings.

4. Candidates must attend the examinations in full school uniform. Shoes must be taken off prior to entering the Sports Hall and placed under the desk once seated. Coats are not permitted.
5. Candidates are reminded that on entering the examination room there is to be **total silence** and no-one is to leave the room or change position without permission. Candidates are not permitted to leave before the end of an examination.
6. Candidates must sit facing forwards at all times. Distracting or disturbing other candidates, failing to respect or follow the instructions of an invigilator, being in possession of unauthorised items or material and copying work are all examples of “malpractice” (behaving wrongly). Such misbehaviour could have serious consequences.
7. At the beginning of the examination candidates must listen carefully to all instructions and check that they have been given the correct question paper and stationery before writing. At the top of **every** sheet candidates must put their:
 - Name and Form
 - Teacher’s Name
 - In addition, all answers should be numbered clearly on every sheet.
8. At the end of the examination, candidates will be told to stop writing. Pens must be put down straight away, answer sheets should be sorted and fastened together loosely. Candidates should check that all sheets are headed correctly, but ask an invigilator before completing any final labelling.
9. At the end of the examination, candidates must wait in silence until dismissed by the invigilator. They must file out in silence and not talk until well away from the examination room. **Remember, other people may still be taking an examination.**
10. Covid Safety- We have put in place safety measures to ensure you complete your examinations in an environment that is safe. To minimise risk of any potential transmission, you will be allocated the same seat for all of your examinations and regular cleaning will take place. In addition we have ensured that the Sports Hall will be properly ventilated to maintain a consistent airflow. You will be allowed to wear face coverings during examinations and invigilators will maintain appropriate distance.
11. Finally, good luck in the examinations. If there is any problem that may affect your performance in an examination tell your Form Tutor, the Examinations Officer or your Head of Year. If possible, we will help.