



Bishop's Hatfield Girls' School

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Dear Parents / Carers,

As the examination period draws closer I would like to outline a variety of arrangements regarding the GCSE exams period.

Lesson attendance

Since pupils will be starting their exams on different days there is no single 'final day' for Year 11. We also know from experience that pupils gain a lot from continuing to attend lessons, even once the exams have started. All pupils will be expected to attend lessons as normal until the start of the written papers on 7th May. Between 7th May and 17th May pupils should attend all lessons as normal, unless they are in an exam or have an exam that afternoon or the next morning. If a pupil has an exam in the morning they may revise at home the previous afternoon. If they have an exam in the afternoon, they may stay home and revise in the morning of that day. If they do not have an exam in the following half day timeslot they should be in school and attending lessons for supported revision.

From Monday 20th May all pupils have the choice of continuing to attend lessons or revising at home regardless of whether or not they have an exam the next day. Lessons during this period will continue to 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 to offer last minute support and guidance. 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.

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

Following half term, all pupils then have the option of attending school or revising at home, regardless of whether or not they have an exam the next day. 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, but it would be useful if pupils let teachers know if they will be attending.

Full uniform, without additional jewellery, 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.

"Pupils flourish and support each other to succeed"



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 Dr Cameron, our exams officer. Please check this carefully so you and your child are aware of their personal exam timetable.

Please refer to the school website for further information including relevant policies and guidance from the Joint Council for Qualifications regarding conduct during examinations. A copy of the exam regulations is attached with this letter, and should be read carefully by all pupils and parents / carers.

Exam Contingency Day

The Exam Boards have set a Contingency period up to and including Wednesday 26th 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 26th 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 Friday 21st to Tuesday 25th 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 and make a flying start to their Level 3 courses. A separate letter will be sent out with more detail on this.

Lockers

All lockers need to be cleared by Friday 17th May. After this date items may be removed and disposed of. Pupils should only bring essential items into school after this time, and bags will be safely stored while pupils are in exams.

Textbook Return Card - the receipt for the return of books and resources

Textbooks for each subject must be taken to the Dining Hall on the day of the final exam in that subject. A member of the subject staff will collect them and sign the orange return card. Pupils will be issued with this card and must look after it as it forms a receipt for the return of books. The completed card must be handed in to the school office on the day of each pupil’s final GCSE examination and by Wednesday 19th 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. You may be charged for the cost of replacing textbooks that have been lost or not returned.

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 Dr Cameron in December 2024. We will write to all pupils nearer the time to confirm arrangements.

Celebratory Events

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

1: Celebration assembly and presentation: Thursday 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 for pupils, 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 Friday 28th June has already been sent home.

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

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

Mon 7th - Friday 17th May	Pupils may study at home only if they have an exam in the immediately following half day time slot.
Friday 17th May	Lockers must be cleared.
Friday 17th May - until the day of the last exam	Pupils may study in lessons in half day blocks, or may study at home.
Wednesday 19th June	Book return forms returned to the school office by this date
Thursday 20th June	Celebration assembly and presentations: 11.15am -12.15pm
Fri 21st - Tues 25th June	6th form induction: 6th form course introduction
Wednesday 26th June	Thorpe Park trip (a letter has already been sent home)
Wednesday 26th June	Exam Contingency Day- set nationally by Exam Boards
Friday 28th June	Prom (a letter has already been sent home)
GCSE Results day	Thursday 22nd August 2024. Results will be emailed, and pupils can come into school to collect the paper copy and receive guidance.

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. The vast majority of pupils are rightly excited to celebrate the end of the exams 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.

Yours sincerely

Mrs Langston
Assistant Headteacher