



09<sup>th</sup> May 2018

Dear Parents and Students,

### **Year 11 Public Examinations Summer 2018**

As you will be aware, we are now reaching the final stages of your daughter's preparations for her examinations this summer. We would like to take this opportunity to congratulate the year group for their commitment to their studies and excellent progress they have made. We are very proud of the young women they have become and we know you are too. In order to ensure a successful period of final revision lessons leading up to the examinations and smooth running during the examination period itself, please read this letter carefully and keep it in a safe place for future reference.

#### **Monday 14<sup>th</sup> May to Thursday 24<sup>th</sup> May inclusive**

- This is an essential time for final examination preparation when 100% attendance and concentration in lessons can help to make a big difference.
- Students may keep text books until the completion of their exam (if they wish) and details of textbook return procedures are given later in this letter.
- During this period when a student is not in a Public Exam she will be attending normal lessons. If the exam for that subject has already taken place and there is no outstanding coursework for that subject, your daughter will be able to use this time to revise for exams in their other subjects.

#### **From Friday 25<sup>th</sup> of May onwards**

- After their English Literature exam the girls will be on Study Leave from this date and will only come into school to attend study prep, attend additional lessons, or take exams.

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**OUR LADY'S CONVENT HIGH SCHOOL**  
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Headteacher: Ms Justine McDonald



SSAT  
EDUCATIONAL  
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## Friday 15th June

- After the Physics Exam, on this morning at 10 am, refreshments will be available for the girls and they will be able to sign school shirts.
- *If a student has a 'signed shirt' or is seen signing a shirt **before this day**, regardless of whether it is being worn or not, she will receive a fixed term exclusion and be sent home for the remainder of the day.*

## Study Support

- Study support will be available for students who would like a quiet place to study in school when they do not have exams.
- Students will be expected to attend in full school uniform.
- Study support will take place in the canteen and will be open each day from Monday 4th of June until Thursday 14th of June.
- There will be two study support sessions each day. Session 1 will start at 9.00 am and will finish at 12.45 pm (with breaktime at the usual time). Session 2 will start at 1.30 pm and finish at 3.10 pm.
- If students would like to attend Session 1, they need to arrive in reception by 9.00 am. If they would like to attend Session 2 they need to arrive in reception by 1.30 pm. Students will be collected from reception and walked down to study support. If they are late they will not be allowed to attend.

## Study Prep

- Study prep will take place at the normal times: mornings from 7.30 am to 8.30 am (Monday to Friday in C27) and in the afternoons from 3.10 pm until 5.00 pm (Monday to Thursday in C27)

## Conduct during examination

- **School uniform:** All students are expected to wear full school uniform during all examinations and at any other time when they are in school (see pages 33 and 34 of the Student Planner for a reminder).
- **Mobile phones:** Exam board regulations are INCREDIBLY strict. Students and parents should be aware that if a student is discovered with such a device on them in an exam then **all** examination papers will be CANCELLED (i.e. no grade awarded) not just the paper being taken at the time.
- **Exam seating:** All students will be assigned a numbered desk for each different examination session. Copies of the seating plan will be available in advance on the Examination Notice Board on A corridor. It is her responsibility to check what desk number and room she has been assigned to for **every** exam.
- **Examination equipment:** Only clear (see through) plastic containers/bags are permitted in the exam room for pens, pencils, rulers etc. Students should have been made aware by their subject

teacher when they are allowed to take supplementary items e.g. calculator, dictionary, text book etc. On these occasions, we have NO SPARE ITEMS in school, students will have to manage without if they do not bring their own.

- **Bags:** There is very little spare room in the exam rooms for storage of bags so students are requested to bring only their essential examination equipment so that the necessity to store bags can be kept to a minimum.
- **Leaving the exam room:** On many occasions, there will be different groups of students in the same exam room sitting exams of differing lengths. When students are dismissed, they should leave the exam room in SILENCE and with minimum disruption to the other students.
- **Leaving school:** Similarly, students should leave school quickly and quietly after finishing the exam, so that they are not disrupting other lessons.

### During the Examination period

- **Timetable:** Your daughter has received an individual printout of her examination timetable which includes all the different papers for each exam. **Please check, and double check**, this timetable to ensure that it has all the correct subjects and also make absolutely sure whether the exam is in the morning or the afternoon.
- **Morning exams:** Students should be in school by **8.30am** and wait in the Dining Room.
- **Afternoon exams:** Start at **1.30 pm**.
- **Latecomers:** Those late to examinations not only disrupt the session for others but also run the risk of having their examination paper cancelled by the examination board. Please **do not be late!**
- **Illness:** If a student is ill then we will require **certificated**, medical evidence of the illness to apply to the examination board for Special Consideration. The grade award is solely at their discretion and there is no guarantee.
- **Advice from staff:** If a student wishes to seek advice/guidance from a member of staff they must make an appointment in advance and obtain an appointment note from their teacher. They must not expect to be able to come into school unannounced and automatically see a teacher.
- **SLT Detentions:** The school behaviour policy will continue to be in place for your daughter to adhere to during their exams. If they are placed in SLT Detention they must attend, but they can use this time to revise.

### Arrangements for Collection of Textbooks

- As you will appreciate the school invests a great deal of money in providing students with textbooks. To replace these textbooks is very expensive. Students who lose textbooks will be expected to pay for a replacement. **Examination results will not be available for collection until all books have been returned or paid for.**

*'Shaping Tomorrow, Inspired by Faith'*

- Year 11 students will be expected to return books on the final day of that subject's examination. Students can meet with staff in the Dining Room at the end of their examination, to return books. It will also be an opportunity to thank those staff who have taught them over the past two years or longer in some cases.
- Students will be given a sheet by their form tutor which staff will sign acknowledging the return of books or money equivalent. When the sheet is completed it should be returned to Mr Shine.

## Results

Students are invited into school on **Thursday 23rd of August 2018** between 10am and 11am to receive their results. Enrolment for our Sixth Form will also take place on this morning.

*May we take this opportunity to thank you for your continued support and to wish all students every success in their examinations.*

Yours sincerely

Mr P. Shine  
Head of Year 11

Mr M. Feely  
Deputy Headteacher

Ms J. McDonald  
Headteacher