



February 2019

Dear Parent/Guardian

I am pleased to inform you that your son/daughter's **Winter School Report is now available on the Parent App**. I trust that you will find the report useful as your child, you and the School plan together to ensure the best possible preparation for the crucial summer examinations.

The **Pupil's Target Grade** is the grade that your son/daughter hopes to achieve. The **Current Projected Grade** is the grade based on their result in the winter examination. The report aims to give an indication of current performance, however, each pupil has the potential to improve their performance through sustained effort and effective revision.

School will also be closed for St Patrick's Day on **Monday 18 March**. The Spring Term will finish at 3.25pm on **Thursday 11 April** and the Summer Term will begin at 9.00am on **Monday 29 April**. In addition, there will be an **exceptional closure for staff training, to facilitate moderation of centre-assessed components of public examinations, on Friday 12 April**.

**Please note the Year 13 & 14 (simultaneously) Parent – Teacher consultation meeting** will take place on **Tuesday 19 February (1.30 – 3.30pm)**, as detailed in our December letter to parents. Please note this date carefully and do make use of the opportunity provided to discuss your son or daughter's progress. **I encourage you to bring a copy of the Winter Report to the Parent Consultation.**

The exact date on which the Sixth Form pupils will leave school on study leave in May has not yet been decided. As pupils have only a few months until their examinations, **it is important that they are now working diligently and adopting a serious approach to revision**. The coming weeks and the Easter holidays are a time when extra hours of study can take place. Teachers have already stressed the need to produce a detailed study plan and to have this prominently displayed at home.

**Good attendance at school between now and the examinations is essential** to help pupils 'fine tune' their understanding and knowledge. **I should like to remind you that in the event of a planned absence, pupils must bring, in advance, a written request from parents to the Form Teacher outlining the specific reason for the anticipated absence. In addition, if your child is absent due to unforeseen circumstances, please forward a letter to the Form Teacher on his/her return to school.** I wish to make it clear that **all pupils should not undertake any form of part-time employment** from now until their examinations are over, as this will adversely impact on their performance in these critical examinations. **Part-time employment can result in pupils being too tired to study and ultimately leads to underachievement.**

It is also imperative that if any emergency event occurs, you contact the School immediately to see what options are available. If you think your child's study or examination performance have been affected by illness or other difficulties, then you must contact the **Examinations Officer, Mrs Gilpin**, detailing the circumstances and providing medical evidence as appropriate.

The School will contact you again when study leave begins, outlining the final details regarding the examinations. **I remind you that full school uniform must be worn at each examination and I appreciate your support with this matter.**

AS/A Level examination results will be available as follows:

**CCEA & English Board Examinations                      Thursday 15 August 2019**

**It is vitally important your son/daughter is available at this time to make key decisions regarding his/her future.**

The school will contact you again when study leave begins, outlining the final details regarding the examinations. A copy of the JCQ instructions has been placed in the Parental section of the school website and all pupils must adhere to these during external examinations. In particular, we highlight the regulations relating to mobile phones; these **must not** be brought into the examination room, even when turned off. Our instruction is that mobile phones **must not** be brought to school on examination days. Please take time to familiarise yourself and your son/daughter with the instructions given in this document as infringement of these can result in disqualification from the examination and the overall qualification. Further instructions relating to examinations can be found in the Parental section of the school website.

Pupils will, in due course, be issued with their Statement of Entry which outlines their personal programme of examinations. On receipt of this they should note the date and time for **each** of their examinations and place this in a prominent position at home. Please also note that CCEA has designated **Wednesday 26 June** as a contingency examination day; in the event of national disruption to examinations, any examinations that need to be rescheduled will therefore take place on that day. **It is therefore important that all pupils are available to sit an examination on that day if required to do so.**

Following the AS examinations, **the Careers Department will hold UCAS Workshop days from Tuesday 18 to Thursday 20 June inclusive** during which pupils will receive guidance on the completion of their UCAS application form. These workshop days are in addition to the work already covered in Careers classes, staff will provide essential assistance for your son/daughter to help them complete their Personal Statement. **Given the academic pressures in Year 14 and the limited time available for the completion of UCAS applications in the Autumn term, we ask you to ensure that your son/daughter is available on each of these days and that they take advantage of the guidance available at this time.** Details of the 3-day programme will be posted on Google Classroom in late April and will be discussed with pupils prior to Study Leave.

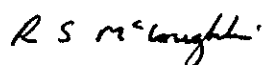
I take this opportunity to wish your child every success in the coming months and I sincerely hope that their results in August will reflect their commitment and effort.

Please continue to visit our School Website ([www.banbridgeacademy.org.uk](http://www.banbridgeacademy.org.uk)) on a regular basis in order to keep up-to-date with events, news and achievements related to our school community.

In addition, the School's current Pastoral Policies have been placed in the Parental section of the School Website. We would ask you to consider these policies and advise the School of any amendments or improvements in writing via your child's Form Teacher before the end of March.

Finally, I take this opportunity to thank you for your on-going support. Should there be issues regarding school which concern you, please do not hesitate to contact the Pastoral Team at any stage.

Yours sincerely



R S McLoughlin  
Principal