

4 May 2018

Dear Parent/Guardian

As GCSE examinations approach, experience has shown that once courses finish it is much better for pupils to make final preparations at home for their examinations. I wish to confirm that today is the final school day for Year 12 pupils. It is important that pupils make the most of this opportunity and spend their time wisely.

Please note staff are available in school and are always happy to assist pupils and should a pupil wish to attend school to revise this can be arranged. School policy is that pupils coming into school **must wear school uniform** and this is also the case when attending to sit examinations. Pupils must follow the instructions of the Chief Invigilator during the examinations and any infringement of the examination rules will be viewed seriously. Pupils have been issued with their Statement of Entry and examination board regulations as well as our own information sheet for candidates. Please assist us by ensuring that your son/daughter arrives at least **15 minutes** before the start of the examination on the **appropriate day** and that he/she has everything necessary for that day's examination(s). (The Chief Invigilator has the authority to refuse entry to students without a Statement of Entry and to latecomers).

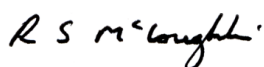
Pupils **must not** have a mobile phone in their possession in the examination hall. Our instruction is that mobile phones **must not** be brought to school on examination days. Serious penalties will be imposed by the **examination board** where pupils are found in possession of a mobile phone (**whether switched on or off**).

Results from all examination boards will be issued in school on **Thursday 23 August from 9.30am**. **It is important, however, that if results are to be posted out to pupils, a stamped addressed envelope is left in the school office for this purpose. Alternatively, a written request may be submitted to the Examinations Officer to arrange for parents or other designated individuals to collect the results. Owing to the confidential nature of these results it is school policy not to release examination results by telephone.** We would prefer pupils to collect their examination results in person as it is vital that they also confirm their Year 13 Subject Choice at that stage. Staff will be available in school to offer advice and guidance should this be necessary.

At the end of the examinations pupils must return all text books to the appropriate department. Your co-operation in ensuring that this is done would be greatly appreciated. As text books are very expensive items to replace it is essential that all pupils return individual copies, following the guidelines issued by each department. Parents may be asked to pay for text books which are not returned or indeed for those which are returned in very poor condition.

Finally, I should like to take this opportunity to wish your son/daughter success in these important examinations and in the next step in his/her career.

Yours sincerely



R S McLoughlin
Principal