



CITY OF DERBY ACADEMY

Year 11

**Half Term School, Study Leave, Leaver's
Day, Prom, Examinations and Results Day**

Dear Parents/Guardians,

With only a few weeks left before the written examinations start, I would like to wish all our year 11 students the best of luck for their examinations. I hope that their hard work pays off and they receive the best possible set of examination results on results day [23rd August 2018]. In addition, I would like to inform parents and students of our protocols and procedures in the coming weeks.

Half Term School

Although some of the exams have started, the following sessions will be running in school over the half term break to support students.

Date	9.00am – 11.30am
Tuesday 29 th May	Mathematics
Wednesday 30 th May	English

Please encourage your children to attend.

Examination Times

Each student has already been given a copy of the official exam timetable, which includes all examination entries together with details of starting times. The rooms and seats for each examination have also been published. It is the student's responsibility to check the

seating plans and the start times for the exams. Please ensure that your daughter/son attends punctually.

Examinations **start** promptly at **9.00 am** and **1.00 pm**. Students must be waiting outside the **main hall 20 minutes** before their exam to ensure that the examinations start on time. If you are unavoidably delayed please telephone Mrs Stockley (01332 270450) as soon as possible for advice. 'A candidate who arrives more than 30 minutes after the published start times of 9.00am and 1.00pm may be allowed to enter the examination room and to sit the examination, but should be warned that the Awarding Body reserves the right not to accept the script.' (*Joint Council Regulations*). External examinations cannot be rearranged – they must take place at the specified time.

It is particularly important for afternoon examinations, lasting two hours, to start promptly at 1.00 pm. Please make sure you have contingency transport arrangements in place should your daughter/son miss the bus.

Students will not be allowed to leave the examination room until the examination has finished.

Study Leave

Normal timetable will operate up to and including **Friday 8th June 2018**.

Attendance at School during the Study Leave

From Monday 11th June 2018, students will be on **study leave** and need only come into school for their examinations. Year 11 teachers will be in their subject rooms and will be offering additional lessons and revision sessions during the study leave period.

Students attending school for examinations and accessing lessons during study leave **will be required to wear full school uniform**. Students who do not are required to go home and change into the appropriate uniform.

Illness during the Examination Period

If your daughter/son is too ill to attend school for an examination, please telephone Mrs Stockley as early as possible **before** the start of the examination (01332 270450). Normally absence from an examination or part of one, means a **“NIL RESULT”**. Students absent without a medical note will receive a bill for their examination entry and will not qualify for special consideration.

Results Day

The date for publication of provisional GCSE examination results is **Thursday 23rd August 2018**

Results will be available for collection from 10.00am – 1.00pm on Thursday 23rd August 2018. If you wish to have results posted to you, please leave an A4 self-addressed, **stamped** envelope with Mrs Stockley in the Examinations Office showing the **student's form in the top left hand corner**.

Alternatively, you may issue a letter giving your permission for another person to collect your results. This requirement applies to **parents and guardians** as well as other relatives and friends. This person must bring a form of identification with them on Results Day.

Results will **not** be issued over the telephone and we would be grateful if you did not telephone the school requesting results.

Staff will be on hand to offer any advice and guidance if necessary. Following receiving their results I would recommend that they contact their future employer, training provider, 6th form or college to confirm that they will be taking up their offered place.

Equipment for Examinations

Each student must supply his or her own equipment for the GCSE Level examinations. This will include pens (Black), pencils, ruler, rubber, calculator (with spare batteries), and angle measurer/protractor, compasses, in a clear plastic bag or pencil case.

It is the responsibility of each student to clear the memory in any calculator brought into an external examination.

Mobile phones cannot be used as calculators. Students must turn off mobile phones and hand them to the Invigilator before the examination begins.

In addition, iWatches and any other device with potential technological/web enabled sources of information are not allowed. If a phone rings in an examination, even though it has been handed in, the candidate's paper is likely to be cancelled by the exam board.

Assembly Points for Examinations

The majority of exams are held in the Sports Hall.

Students should wait quietly and listen carefully for instructions. Students should use their waiting time to remove necessary equipment from bags and turn off their phone so that they are ready to hand in.

Examination Procedure

For **all** examinations:

- Make sure you know the room in which you will be taking your exam and your seat number.
- Seating plans will be displayed in the main corridor of the school for GCSE examinations.
- You must enter the room in silence; leave bags and mobile phones etc. at the side or front of the room as instructed by the invigilator.
- You must not leave the room until told to do so.
- Under no circumstances must you attempt to communicate with another candidate whilst in the exam room and/or attempt to disturb other candidates.
- **Failure to abide by the requirements may result in the Examination Board declining to allow you to take your remaining exams.**
- Failure to observe these procedures may result in the Examination Board declining to award you a grade(s).

Leaver's Assembly

There will be a chance for all year 11's to say goodbye to each other as they officially leave school. The leaver's assembly will take place on Friday the 22nd of June. This date has been chosen because there are no examinations on this day. Pupils must be in the Academy for 9.15am for a 9.30am start. All students must be in uniform but shirts may be signed before or after the assembly but please remind your child that they are expected to wear a clean white shirt for their exams.

A 'leaver's form' must be completed and given to Mr Mumtaz and these forms will be given out before study leave commences. This form provides each student with a way of checking their various subject responsibilities and it is used to check that all school books and equipment have been returned in an acceptable condition. Please note that it is school policy to **delay the release of examination results** to any students (or their parents) who have not returned books or equipment.

Year 11 Prom

This years Prom will be held at the Mickleover Court Hotel on Wednesday the 27th June between 7:00pm and 11.30pm. The cost is £17 which includes a buffet meal and DJ. There is also a Halal buffet option. To buy a ticket for the Prom, please send the money into school in a named and sealed envelope. For those who have already

paid in full their tickets will be given out at the Leavers Assembly.

There will be members of staff and staff from the venue in attendance so Prom tickets will be needed.

Guidance on the 'New' GCSEs

GCSE's have changed. If you have any questions or concerns about the new style GCSE then please look for the guidance documents on our website.

Alternatively, please do not hesitate to contact the school to raise any concerns that you may have.

Finally, may I wish all students the very best of luck. I hope that you are all celebrating and proud of your achievements in August!

With kind regards,



Phil Smith
Proud Headteacher

