



# CITY OF DERBY ACADEMY

**Year 11**

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



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 [22<sup>nd</sup> August 2019].

In addition, I would like to inform parents and students of our protocols and procedures in the last few weeks.

### **Half Term School**

Although some of the exams have started, teachers from certain subjects may be offering extra support over the May/June halfterm holiday.

Please ask your son/daughter to ask their teachers about this and encourage them to attend any sessions that are being put on.



## **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 10 minutes** before their exam to ensure that the examinations start on time. If you are unavoidably delayed please telephone Mrs Parkin (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 school timetable will operate up to, and including, **Friday 7<sup>th</sup> June 2019**.

### **Attendance at School during the Study Leave**

From Monday 10<sup>th</sup> June 2019, 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. **If pupils want to come in to revise, they must come in for the whole school day and sign in and out of the building at reception.**



### **Illness during the Examination Period**

If your daughter/son is too ill to attend school for an examination, please telephone Mrs Parkin 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 22<sup>nd</sup> August 2019**

Results will be available for collection from 10.00am – 1.00pm on Thursday 22<sup>nd</sup> August 2019. If you wish to have results posted to you, please leave an A4 self-addressed, **stamped** envelope with Mrs Parkin 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, 6<sup>th</sup> 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 **Tuesday the 18<sup>th</sup> of June**. This date has been chosen because there are no examinations on this day. Pupils must be in the Academy for 9.45am for a **10.00am** start. The assembly should last an hour. 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.



Pupils should check that they have returned any text books, library books or equipment that they have borrowed from the school before they leave on Friday 7<sup>th</sup> June.

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 Derby Conference Centre on Friday the 21<sup>st</sup> June between 7:00pm and 12.00pm. The cost is £25 which includes a buffet meal, DJ, and a printed photo from the photo booth. To buy a ticket for the Prom, please either use the parent pay option on line, or bring money to the main office. Tickets will be given out at the Leavers Assembly. Further information about the prom is available to view on our website, this includes details of Class Chart discounts available.

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