

# The Knights Templar School

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Dear Parent/Guardian

## Year 11 Exams and "Signing off" 2018

Following on from a successful final assembly today, we would like to provide you with information regarding what we expect of students during the formal GCSE exams period, from **Monday 14<sup>th</sup> May** until **Monday 25<sup>th</sup> June**.

### 1. EXAM INFORMATION

Your son/daughter has already received details of all the examinations they are sitting. Each student has a personal examination timetable. It includes rules laid down by the exam boards concerning conduct during examinations – **please read it carefully**. Your son/daughter has also received a blank timetable to fill in for revision purposes. There are a number of points to note:

- a. A study room will **always** be available at school, throughout the examination period, for anyone doing supervised study that needs/wants to stay in school or with transport difficulties.
- b. The school day will revert to a 3:2 split during the examination period. Students should check exam start times and be there 15 minutes before. Students should be aware that some examinations will finish after the end of the school day.
- c. Attendance at examinations is the **STUDENTS' RESPONSIBILITY**. Failure to attend an examination (other than for illness, when a doctor's note will be required) will result in liability for examination fees and often an 'ungraded' result.
- d. This year there are a number of examination clashes, those students affected by a clash should bring in a packed lunch as they will be in isolation between examinations.
- e. No mobile phones, iPods or any other electronic devices are allowed in the examination room.
- f. **When in school for whatever reason, students should be in full school uniform.**
- g. Some subjects will be offering additional revision classes.
- h. Students entering the 6<sup>th</sup> Form must attend the Induction Course on **28<sup>th</sup> & 29<sup>th</sup> June**.
- i. After their final exam, students do not need to be in school – unless they are signing out or for the sixth form induction.

### 2. UNIFORM

All students are expected to be in full school uniform for all remaining lessons and exams. I still expect students to wear proper leather shoes – not trainers or converse. I still expect proper school trousers – not jeans. I still expect make up, nails and hairstyles to fall in line with our uniform policy. Students are at risk of not being permitted in revision lessons and **even into their examination venue**, if they are not in proper school uniform. Additionally, students will most likely need a pair of black shoes and black trousers for college, work or interviews, so they are always needed!

### 3. EXPECTATIONS

My expectations of behaviour and conduct are the same now as they have always been; that the students in my year group conduct themselves with courtesy and with dignity. Many students are beginning to feel the pressure and many lessons are now focusing solely on exam preparation. Students who stop others from participating in these lessons will not be permitted to be in the lessons – it is unfair to any of the 205 students in my year group if their preparation is hampered by the actions of a minority.

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#### 4. SIGNING OFF

At the end of Year 11, **whatever you plan to do**, it is necessary to complete the 'signing off' procedure. Basically what this means is that you return all the books and other equipment that the school has supplied during Years 10 and 11. You will be issued with a **LEAVER'S FORM**, on which you collect teachers' and other signatures to show that you have returned books, repaid debts, returned library books etc.

For some subjects you may have nothing to return. In those, you can collect the teachers' signatures at any time between now and the end of your examinations. In the other subjects, **BRING ALL TEXT BOOKS ETC IN ON THE DAY OF THE FINAL EXAM IN THAT SUBJECT. AFTER THE EXAM, STAFF WILL BE AVAILABLE TO COLLECT THE BOOKS ETC AND SIGN YOUR FORM.** On the day or afternoon following your last examination of all, you can collect the remaining signatures, and then bring the completed leaver's form to Mr Clayton or Miss Ward.

**The final date for completion of signing off will be Friday 22<sup>nd</sup> June.**

The process sounds quite complicated – but it isn't really. You should be able to complete it within half a day of your final examination if you organise yourself carefully.

#### TWO THINGS YOU MUST REMEMBER:

1. The form is your proof that you have completed the school's procedure: **DO NOT LOSE IT!**
2. It is **essential** that the **completed form** is returned to **Mr Clayton or Miss Ward** as soon as possible after your last exam.

**The school will not issue examination results or certificates for anyone who has not completed the signing off procedure and returned their form. It may also prove difficult to complete college or employer reference requests and you will not be allowed to attend the Year 11 Prom.**

If you run into any difficulties, see your Form Tutor, Mr Clayton or Miss Ward who will help where necessary.

#### 5. STUDY LEAVE

Having finished formal classes, students will be planning their own revision timetables. These timetables should take into account the fact that during this period teachers will be available in their classrooms during timetabled lessons, ready to work with students. We recognise that many students feel they would like to revise independently at home. They may even be very excited about this. However, we advise students that even the best-planned revision is not always successful. There are many distractions at home and it can be hard to remain focused. Therefore, we advise students to take full advantage of their teachers' expertise and knowledge and ensure that if they are in school for an exam in the morning, they try to take advantage of normal timetables lessons by attending these.

Some subjects are running specific pre-exam revision sessions in addition to normal timetabled classes. These are published below. Our expectation is that students' revision plans will enable them to attend these. Your support is greatly appreciated in this.

| Yr 11 Pre-Exam Revision Sessions |  |             |
|----------------------------------|--|-------------|
| Subject                          | Date   | Time        |
| Spanish                          | Tuesday 5 <sup>th</sup> of June                      | 11.20-12.20 |
| Maths                            | Non-calculator Revision for Paper 1: Monday 21st May | 1.20-3.20   |
|                                  | Calculator Revision for Paper 3: Monday 11th June    | 2.45 – 4.00 |
|                                  | Wednesday 16 <sup>th</sup> May                       | 11.20-12.20 |
|                                  | Thursday 17 <sup>th</sup> May                        | 11.20-12.20 |
|                                  | Friday 18 <sup>th</sup> May                          | 9.55-10.55  |
| Geography                        | Drop In Sessions on Mondays (until exam)             | 3.20-4.20   |
| German                           | Friday 15th June                                     | 1.20 – 2.50 |
|                                  | Wednesday 20th June                                  | 1.20 – 2.50 |
| Music                            | Monday 14th May                                      | 3.20-4.20   |
|                                  | Monday 21st May                                      | 3.20-3.20   |
|                                  | Monday 4th June                                      | 3.20-4.20   |
|                                  | Thursday lunchtime                                   | 12.20-1.20  |

|       |  |            |
|-------|--|------------|
| PE    | Wednesday 16 <sup>th</sup> of May: Revision Breakfast in Sports Hall Classroom | 7.45-8.35  |
|       | Friday 18 <sup>th</sup> of May: Revision Lunch in Sports Hall Classroom        | 12.20-1.20 |
| Drama | Wednesday Lunchtimes   | 12.20-1.20 |

In addition to this, the school is providing exam day breakfast to students on every weekday morning of the year 11 exams. This will include food such as toast, croissants, fresh fruit, yoghurts, and hot and cold drinks. As we are mindful of students' stress levels at this time, we hope this will encourage them to be in plenty of time for their exams in a relaxed, friendly atmosphere, where they are free to partake in some last-minute revision or chat to their friends. Many teachers will also attend, helping students with some last-minute revision and encouragement.

**STUDENTS ARE REMINDED THAT THEY WILL NEED TO SIGN IN AND OUT AT STUDENT SERVICES WHEN THEY ARE IN SCHOOL FOR REVISION SESSIONS!!!**

## 6. RESULTS DAY

Results day for Year 11 is **Thursday 23<sup>rd</sup> August**. Further details for timing will be posted on the school website and communicated to students and parents at a later day.

On behalf of the school, I would like to wish all Year 11 students the best of luck during their Year 11 exams. It is easy to think that these exams are the most important milestone they will ever face. As parents and teachers we know better. We know that though they are important, they are only a measure of one moment in time. They do not measure what makes each student unique. They do not measure what makes each student a talented individual. They do not measure the spark that every student has. That being said, they do measure how organised a student is, so we hope you will work with us in partnership during the exams period to ensure your child gets the most they can out of their revision.

Kind regards

*Lucy Ward*  
Year 11 Leader

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towards Artsmark  
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