



Fulford School

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Headteacher: Ms. L. Savage, BA, NPQH

Deputies: Mr D. Bodey BSc, Mr. T. Johnson, BA

21 April 2016

Dear Parent/Carer

Re: GCSE Examination Arrangements, Results and Sixth Form Admissions 2016

As we approach the final weeks of school and the crucial examinations, I am writing to give you the key information relating to the events in this period. I appreciate that this is a busy and often pressurised time of year for students, parents and staff, where we are all working hard to secure the very best outcomes and to provide the best support possible. I wish your son/daughter every success as we approach this important time.

Written Examinations

These examinations begin on Monday 16 May. All students have a full examination timetable which can also be accessed by logging on to www.fulford.york.sch.uk. Please click on the 'Exam Information' at the top of the page. Here you can also find an Examination Handbook that contains guidance on how to revise and how to tackle exams together with rules about conduct in exams, in the menu on the left hand side of the page.

Between the start of the exams, on 16 May, and the half term holiday, on 27 May, the school will be running a full timetable for our students. The only exception to this is that when a student has an afternoon exam he/she will have study leave that morning. Where transport arrangements require students to attend school on the morning of a day when they have an afternoon exam, we will provide private study facilities or students may attend normal lessons. The timetable we will run during this time will be modified so that there will be specific revision lessons before each of the exams. **Please note that maintaining normal attendance during this time will be a requirement for participation in the Year 11 Prom.**

After half term (from Monday 6 June onwards) students need only attend school for their examinations. Private study facilities will be available for those who wish to revise at school.

Attendance at Examinations

If your son or daughter is not able to take an examination because of illness please contact Mr Walker or our Examinations Officer Mrs Alexander as soon as possible.

If there is no due cause for absence, any student failing to attend for an examination will be sent a bill for the cost of entry (£30 per subject).

Registration During Examinations

During the examination period students will be registered in the examination room. Given morning exams start at 9.00am all students should be waiting outside the exam room at least 10 minutes before the exam so that we can make a punctual start. Afternoon exams start at 1.30pm and again students should be waiting outside the exam room at least 10 minutes before the start. Please be aware that roadworks on the A19, linked to Germany Beck, will be underway during some of the exam period. Given this, additional time should be allowed for any journeys into school.

Please note, any student arriving late for an examination without due cause will not be allowed to take that examination, and will be charged the entry fee of £30.

In line with exam regulations, any student, whose behaviour in the examination room is such that other candidates are distracted from their work, will be excluded from that examination and may not be allowed to take any other examinations. **Please note, mobile phones and other electronic devices in examinations are strictly forbidden by the regulations imposed by the Examination Board and any student found in possession of these in the exam room will risk disqualification from that exam and any others they are entered for.** I would appreciate your support in stressing the importance of this to your son/daughter.

Please note that students must wear school uniform in all their examinations.

Final Assembly and Text Book Return

There will be a final assembly for the whole year at 10.00am on the morning of **Monday 27 June** following a breakfast provided by the school starting at 8.45am. At the end of this assembly students will be able to collect Leavers Hoodies if they have ordered one. We will also collect subject text books, library books and locker keys on that day. The students will be issued with a leaving form that will need to be signed by each department to confirm that all books have been handed back. **Please note that students who fail to return text books will not be issued with exam result statements in August.**

Year 11 Prom

This event will take place at 7.30pm at the Royal York Hotel on Monday 27 June 2016. Tickets are priced £28 and are available from the Prom Committee. Final numbers and full payment are required by **Friday 29 April.**

Examination Results

The results will arrive in school on **Thursday 25 August.** Students may come to school to collect their results between 8.30am and 10.30am on that day. After 10.30am the results will be posted out (provided a stamped addressed envelope has been left). In the interests of data protection, results **CANNOT** be given over the telephone.

Advice Service

Senior staff will be in school on GCSE results day **Thursday 25 August** and on **Friday 26 August between 10.00am and 12.00pm** and will be happy to discuss and advise on future plans in the light of the results. Please do not hesitate to contact us on the day if you wish. It is vital that anyone who does not meet the overall entrance requirements for the Sixth Form or those for a particular course should see **Mr Morris, Mr Johnson** or **Mrs Savage** at this time. Senior Staff should also be consulted at this stage if anyone is considering altering their course choices on the basis of their results.

Awards Ceremony

The Awards ceremony, when all the certificates will be presented, will be held later in the year. We will publish the date as soon as we have finalised next year's calendar. I hope you will be able to attend this event to reflect upon and celebrate your son/daughter's development within our school.

Finally, I would like to take this opportunity to wish all our students every success both in their examinations this summer and in the future. Our current Year 11 students are a fabulous group of young people and they have been a real pleasure and privilege to work with in the school.

Yours sincerely

Mrs L Savage
Headteacher

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Please sign this slip and return it to your son/daughter's Form Tutor to acknowledge that you have read this important information.

Year 11 Final arrangements

Name Form

I/ We* have received the letter about the GCSE Examination Arrangements.

Signed Date
(Parent/Carer)