

Formby High School

'Determined to Achieve'



DMA/PSL

20 March 2017

To Parents of Students in Year 11

Dear Parents

Year 11 GCSE Examination Study Arrangements

As you will be aware, GCSE examinations are upon Year 11 and the first written examination is scheduled to take place in the Sports Hall on Monday 15 May. Preparations, including extra classes and revision sessions, are well under way and we expect every student to be engaged in a comprehensive revision programme at home. It is our responsibility to best support all of our students to achieve or better their target grades; with this in mind, I should be grateful if you could take note of the arrangements for our Year 11 study revision programme set out below.

Examination Timetables

The Year 11 examination timetable (a copy of which can be found on the ['examinations'](#) page of the school website: www.formbyhighschool.com) begins shortly and the students remain formally on roll until Friday 30 June. It is essential that all students familiarise themselves with their individual candidate timetable and I would like to remind you that the start time of examinations is 9:00am for morning sessions and 1:15pm for afternoon sessions. Students should arrive 15 minutes before the start of an examination wearing full school uniform. A copy of the examination rules published by JCQ is enclosed with this letter.

Study Arrangements to Half Term (Friday 26 May)

Until half term, lessons will remain as normal and all students must continue to attend school, wearing full school uniform, and will be expected to attend all lessons. In those subjects where the examination(s) has not yet been taken, teaching will continue as normal. Students are expected to bring sufficient revision materials to complete work during lessons in subjects for which the examination has taken place. The revision work must be suitable to undertake in silence and without causing disruption to other students.

Students will not attend lessons if they have an examination. In addition, students who have an afternoon examination are granted permission to study at home during the morning. For specific information, please check your son/daughter's individual candidate timetable.

Study Arrangements Commencing Monday 5 June

From Monday 5 June, students will be entitled to official study leave and, with their parents' consent, are only expected to be in school for examinations. For subjects where students still have an official examination to sit, teachers might well arrange for

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extra lessons to take place. These study support classes will not be compulsory; we would, however, urge your son / daughter to take advantage of any such sessions that are offered.

Some students may choose to work in school and the dining room will be available for them to revise from 9:15am onwards. During break and lunch times a suitable study room will also be provided.

Attendance and Registration Procedures

It is important that we are able to account for all students who are in school. Until half term, students will be registered during morning registration, by their teachers during lessons or in the examination hall. If students are attending support lessons or choose to revise in the dining room, they must sign in on arrival and sign out on departure using the 'sign-in' sheet located in the cold dining room. May I also take this opportunity to remind students that while they are on the school premises normal school rules will apply. Full school uniform must be worn at all times and students must continue to follow the mobile phone policy.

I trust you will appreciate that these arrangements have been put in place to best support all our students in preparing for their examinations. As a general rule of thumb, students will attend school as normal (unless they have morning study leave before an afternoon examination) until Friday 26 May and, with your permission, may study independently at home from Monday 5 June.

I should be grateful if you could sign the attached home study permission slip and return it to your child's form tutor by Friday 21 April giving permission for your child to study at home from Monday 5 June.

Finally, I would like to thank you for your continued support and I wish all of our students every success in the forthcoming examinations. I look forward to celebrating their achievements when they receive their GCSE results on Thursday 24 August.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D A Mackenzie'.

D A Mackenzie
Headteacher



HOME STUDY PERMISSION

Please complete, sign and return this form to your child's form tutor
by Friday 21 April 2017
(Home study will **only** be authorised for students who return this permission slip).

Student Name: _____ Tutor Group: _____

I give permission for my son/daughter to study at home from **Monday 5 June 2017**.

I understand that the revision programme is an approved educational activity and that whenever my son/daughter is not required to attend school for either an examination or a revision session, it is my responsibility to ensure that he/she is at home revising and that I am responsible for his/her well-being.

Signed: _____

Print Name: _____

Relationship to Student: _____

Date: _____

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|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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Information for candidates
For written examinations – effective from 1 September 2016

This document has been written to help you. Read it carefully and follow the instructions.
 If there is anything you do not understand, especially which calculator you may use, ask your teacher.

| A Regulations – Make sure you understand the rules | |
|--|--|
| 1 | Be on time for all your exams. If you are late, your work might not be accepted. |
| 2 | Do not become involved in any unfair or dishonest practice during the exam. |
| 3 | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. |
| 4 | You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p> |
| 5 | Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. |
| 6 | Do not talk to or try to communicate with, or disturb other candidates once the exam has started. |
| 7 | You must not write inappropriate, obscene or offensive material. |
| 8 | If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. |
| 9 | Do not borrow anything from another candidate during the exam. |
| B Information – Make sure you attend your exams and bring what you need | |
| 1 | Know the dates and times of all your exams. |
| 2 | Arrive at least ten minutes before the start of each exam. |
| 3 | If you arrive late for an exam, report to the invigilator running the exam. |
| 4 | If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. |
| 5 | Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. |
| 6 | You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. |
| C Calculators, Dictionaries and Computer Spell-checkers | |
| 1 | You may use a calculator unless you are told otherwise. |
| 2 | If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| D Instructions during the exam | |
| 1 | Always listen to the invigilator. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed. |
| 3 | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. |
| 4 | Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use. |
| 5 | Remember to write your answers within the designated sections of the answer booklet. |
| 6 | Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use. |
| E Advice and assistance | |
| 1 | If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator. |
| 2 | Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper. |
| 3 | You must not ask for, and will not be given, any explanation of the questions. |
| F At the end of the exam | |
| 1 | If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. |
| 2 | Do not leave the exam room until told to do so by the invigilator. |
| 3 | Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam. |