

March 2014

Dear Year 11 Learner,

Year 11 Revision Programme, Assembly and Examination Period (7th May – 20th June 2014)

The purpose of this letter is to provide information to support you with your planning and arrangements through the examination period in May and June 2014.

When will you need to attend College?

As a year 11 learner you are expected to attend full time up until Tuesday 20th May 2014. From Wednesday 21st May, you are expected to attend College for exams, lessons or subjects that you are yet to take exams in and any ICT/BTEC/ASDAN lessons where portfolio work is still to be completed. From Wednesday 21st May, you will no longer be required to attend morning tutor time and you will sign in and out of College in the reception area. It is vital that you sign in and out for Health and Safety reasons when arriving and leaving the College.

Year 11 Assembly

A year 11 assembly will take place during period 3 on Tuesday 20th May in the canteen. The purpose of this assembly is to bring you all together, celebrate your achievements as a year group and provide further information about the examination period. This will start in the canteen at 11.30 am and you will be free to leave the college after this assembly after signing out at reception.

The End of Year 11 Form

All year 11 learners, in May, will be issued with an “End of Year 11 Form” that must be fully completed, then signed by all your subject teachers and your tutor when you have finished all your examinations and portfolio work (BTEC) and returned all text books and resources to subject teachers. This form must be returned to Mrs Charman at reception by Friday 20th June. The form has a box for you to complete your destination, so the college knows where you will be from September 2014. This is vital as we want to invite you back to college for the “Year 12 Celebration Breakfast” in December 2014 when you collect your examination certificates.

Examinations (7th May – 20th June 2014)

From Wednesday 21st May, when you attend college, you are expected to follow all college rules and the examination rules and regulations as described on the College website. You will need to wear full College uniform to College at all times.

Please can I ask you to ensure that all possible preparations are made for not only revision leading up to the exams, but also that you have all the appropriate equipment for use during the exams, and that unauthorised electronic devices such as lPods and mobile phones are not taken into the exam room.

A clear pencil case including ruler, compass, protractor, eraser, sharpener, pencil and pens is available from College at a cost of £1.50, and calculators are available from the Maths Department at a cost of £3.70 – These items will be charged to you through our cashless system “ParentPay” Pens can also be purchased from Mrs Charman at reception.

Exam regulations prevent the sharing of such items so it is imperative that each student has what they need to complete their exam and achieve their full potential.

Year 11 Prom

The Year 11 Prom is to be held on Thursday 10th July starting at 7 pm here at the College. Prom tickets will be available for sale at a price of £25 through "ParentPay", from Monday 22nd April, they must be purchased before the deadline of Monday 2rd June.

Examination Results Day

Your examination results can be collected in the sixth form common room from 10 am (to 12 noon) from the College on Thursday 21st August 2014. In the event that you do not collect your results on this day you can arrange for them to be posted to you by providing a stamp addressed envelope beforehand. Only named students can collect their results, written permission is required if collecting on behalf of another student. After 21st August results can be collected from the College Reception.

Mrs Lear will be available on the 21st and 22nd August, between 10 am and 12 noon, for a post 16 results day clinic.

I hope this helps you in organising your time in the next few very busy months. On behalf of all the staff at the College I sincerely wish you great success in the exams that are rapidly approaching and we look forward to seeing you all at the Year 11 Prom on Thursday 10th July.

With my very best wishes,

Dr Jeremy Plumb
Deputy Headteacher