

29th March 2018

Dear Parents/Carers

Record of Achievement day is Tuesday 8th May. As this is the last formal event for students of their compulsory school career, we have a different day arranged for them. Your son or daughter does not need to arrive at school until 11am and the dress code for the day is “smart office dress”. If students arrive before this time they will be able to congregate in the Library. The day will finish at 3:20 as normal and study leave will begin.

IGCE Summer 2018 examinations begin with History on Wednesday 2nd May for some Year 11 students. Your son or daughter has already been issued with a statement of entry for his/her examination subjects and will be provided with a personalised timetable of examinations, showing all necessary timetable variations, room and seating details prior to Easter. Please note, in the meantime, a list of examination dates by Year Group can be found on the school website, under Exam Information.

Students in Year 11 will have the half day preceding each of their timetabled exams up to their leaving day on Tuesday 8th May to revise. After ROA Day, Year 11 students are invited to continue attending classes in which they have yet to complete examinations, and may otherwise revise at home. If they choose to come into school, they will be expected to attend their normal classroom during any given period of the day and be in school uniform. Pre-ordered hoodies are now available from the Foyer. Students can wear their hoodies instead of their blazers from after Easter. Should they remove their hoodies, full school uniform is required.

Students should wear full school uniform throughout the duration of the examination season, with the exception of TT Week where normal clothes are acceptable, however hoodies must not be worn (exam board regulation). Students should be aware of the examination requirements and must have all relevant equipment including a see-through pencil case, black pen and a calculator. Parents are reminded that mobile phones are not permitted in examination venues, and are advised of a new exam regulation that wrist watches are also not permitted in examination venues.

All Year 11 Media Studies students must attend a pre-release material study session with Mrs Moore on Wednesday 9th May from 1pm to 3pm in the 6th Form Lecture Theatre. AQA state that all students must have the brief explained to them before the examination.

Throughout the examination period, students must be in school at 8.45am for the start of morning examinations, and at 1.25pm for the start of afternoon examinations.

There are three major exam clash issues that require changes to our normal examinations pattern:

1. All students in Years 10 and 11 sitting Science on Wednesday 23rd May will start at 12.30pm. This is in order that the two Science papers can be completed in time for students to be able to catch their usual school bus home at 3.20pm.
2. Year 11 students sitting Geography (90 minutes) and English Literature (90 minutes) on Tuesday 22nd May will take these exams back-to-back as exam board regulations do not permit separation of examination papers totalling 3 hours or less. Students will sit Geography, have a 15 minute break under full supervised conditions and then sit English Literature.
3. Year 11 students sitting Business Studies (90 minutes) and RE (105 minutes) on Thursday 24th May will take Business Studies at 11am, be kept under supervision over lunch and sit RE at 1.40pm. The 74 Business Studies students will be required to bring a packed lunch with them, and will need to be escorted to the bathroom during their period of supervision in order to adhere to exam board regulations. They will be permitted to talk among themselves during this time, and/or revise using paper-based notes, but they will not be permitted access to electronic devices.

If a student is ill or injured during the examination season it is important that the school is informed immediately, and a doctor's note must be obtained. In such cases we can ask the examination boards for special consideration. Where at all possible the ill or injured student should attempt the paper, for if an examination has been missed entirely, it is unlikely that the exam boards will award a grade. If the exam is taken, despite the problem, then the examination board may allow for this incapacity.

If a student misses an examination, except as a result of illness or injury covered by a doctor's note, the parent must pay the examination fee of approximately £50.00 per subject. All payments for books not returned and for missed examinations, must be made before examination results are issued.

Results day is Thursday 23rd August, results will be available from 9am on that day. If you are off the island and wish the results to be posted, to either home or an alternative address, please ensure that a stamped addressed envelope is handed in to the school office, before the end of June. Results will not be given over the phone, unless arrangements have been made with the school office prior to the end of term. There will be student access to SQA results online from 7th August, CIE exam results from 14th August via personal logins. Instructions for this will be sent out in the near future.

On this day students will be notified of the procedure to join the Sixth Form. Many have already completed option forms, but may wish to reconsider, when results are received. Final choices will be discussed during an interview with senior staff.

I would like to offer my best wishes to students and parents over the exam season and thank you all for your support of the school over the last five years.

Yours sincerely

Mrs F Roome
Key Stage 4 Leader