

SRC/LKT/srh  
18 April 2017

Dear Parent(s) / Carer(s)

### **Year 13 Important Dates, Events and Examination Information**

As we approach the summer examination period, and the end of your son/daughter's time at The John Warner School, we would like to highlight some key dates, events and issues relating to Year 13 students.

#### **Year 13 Examination Period**

The formal Year 13 examination period begins on Monday, 5<sup>th</sup> June 2017. As such, Year 13 students are expected to attend school on a full time basis until Friday, 26<sup>th</sup> May 2017. During this period all lessons and registration periods remain compulsory. As of Monday, 5<sup>th</sup> June 2017, students will be on study leave and will only be expected to attend timetabled revision lessons and their examinations.

Some students may have AS retake examinations prior to the start of the main examination period, but will not have formal study leave during this time. If students have an afternoon examination during this period, then they may miss morning lessons on that day to prepare for the examination. If students have a morning examination, then they should not miss afternoon lessons on the day before. Students cannot afford to miss lesson unless absolutely necessary, so must work hard to balance their differing study commitments.

BTEC courses only finish once students have submitted all of the required assignments. As such BTEC lessons will continue to run until the end of the academic year. Attendance to BTEC lessons remains compulsory until the course is completed.

We would like to remind students that they are required to wear their school ID badge whilst in school. This is of vital importance when sitting an exam, as the exam invigilators are external members of staff who do not know the students and so ID badges must be worn to all exams.

Please find attached the official JCQ examination guidelines for candidates. We recommend that parents and students read them carefully to ensure that they are fully aware of the formal expectations when sitting public examinations.

#### **Year 13 Official Final Day**

The official final day in school for Year 13 students will be Friday, 26<sup>th</sup> May 2017. In order to celebrate this we would like to invite all Year 13 students to share lunch with their tutors and the sixth form team. Lunch will be served in the main hall at 11:45 and will be followed by a prize giving ceremony. We hope that all students will be able to attend to celebrate their last day in school.

### **The Sixth Form Prom**

In order to celebrate the end of the examination period and the end of the students' time at The John Warner School, all Year 13 students are invited to the sixth form prom on Thursday, 29<sup>th</sup> June 2017. Tickets for this event cost £20.50 and need to be purchased in advance via the school's finance office.

### **Signing Off Day**

The formal Year 13 signing off day takes place on Friday, 30<sup>th</sup> June 2017 from 09:00 to 10:00 in the sixth form study centre. Students must return all school resources and ensure that any outstanding monies have been paid. All of the relevant members of staff will be available on this day to make the process as quick and easy as possible. If students are unable to sign off on this day, or if they would like to sign off early, then they will need to contact me to make alternative arrangements. Students will not be able to sign off until they have sat all of their examinations and completed all of their BTEC coursework. If students have not formally signed off, the school retains the right to withhold their examination results.

### **General Expectations**

We would also like to take this opportunity to remind you that the school still expects all of the sixth form students to maintain the highest of standards with regards to punctuality, attendance and dress. The sixth form dress code is available on the school website and in the student's planner, and we expect all students to adhere to this throughout their time in the sixth form. Sixth form students are role models for the rest of the school, and therefore have a responsibility to conduct themselves appropriately at all times.

The upcoming weeks are of huge importance as students prepare for final examinations and coursework submissions. The impending end of their school career can also be very daunting. As such it may prove to be a very stressful period for your son/daughter. It is expected that students will be stressed due the importance of the work they are completing, however we are here to help if students need extra support. We would also like to thank you for the support you have shown the school and your son/daughter throughout their school career.

### **Examination Results**

Year 13 examination results will be available for collection from school on Thursday, 17<sup>th</sup> August 2017 between 08:00 and 10:00. Senior members of staff will be available throughout the day should students require support with their university application or any other aspects relating to their examination results. If students are not able to collect their results on this day, then they must contact the examination officer as soon as possible to make alternative arrangements for the collection of their results.

If you or your son/daughter have any questions relating to any of the information contained in this letter, please do not hesitate to contact us.

Yours sincerely

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