

SRC/srh
19 April 2018

Dear Parent(s) / Carer(s)

As we approach the summer examination period, and the end of your son/daughter's time with us, 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, 4th June 2018. As such, Year 13 students are expected to attend school on a full time basis until Friday, 25th May 2018. During this period all lessons and registration periods remain compulsory.

As of Monday 4th June 2018, students will be on study leave and will only be expected to attend timetabled lessons and their examinations. During this period they are not expected to be in school all day, but must sign in and out using the scanners in the sixth form study centre. Some students may have 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.

Vocational courses only finish once students have sat any examinations and submitted all of the required coursework assignments. As such all BTEC and OCR lessons will continue to run until the end of the academic year. Attendance to these lessons remains compulsory until the course is completed.

Please note that all students are required to wear their School ID badge whilst in school. This is of vital importance when sitting an examination, as the invigilators are external members of staff who do not know the students and therefore ID badges must be worn to all examinations. Students may be denied entry to an examination if they do not have their formal school ID with them.

Year 13 Official Final Day

The official final day in school for Year 13 students will be Friday, 25th May 2018. 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 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 John Warner, all Year 13 students are invited to the sixth form prom on Tuesday, 26th June 2018. Tickets for this event cost £24.50 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, 29th June 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 vocational 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, 16th August 2018 between 07:00 and 09:00. 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 examinations 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. Further reminders of some of these key dates will also be emailed home nearer the time.

Yours sincerely

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