



11<sup>th</sup> May 2023

Dear Year 11 Parent/Carer

**Re: Exam Period, Hoodies and the Prom**

**Formal Exam Period – Week Beginning 16<sup>th</sup> May – 21<sup>st</sup> June**

The official exam period begins on Tuesday. There has been much communication with students regarding arrangements over the next few weeks. School continues as usual with bespoke revision sessions in school carefully structured around exams. Following feedback from students, subject specific masterclasses have been built into the exam timetable where possible to support students with structured revision prior to exams. When not in masterclass sessions, students are expected to follow their normal timetable in school.

Morning exams must be loaded at 8:45 prompt ready to begin exams at 9:00. This means students must be registered in the Activity Studio by 8:30. The Activity Studio will be open exclusively to Year 11 from 8:00 onwards each morning. To minimise noise from lunch, afternoon exams will begin at 1:30. This means that exams will last beyond the duration of the school day. Please ensure that alternative arrangements are made to collect any siblings during the exam period if your child normally supports with pick-ups straight from school.

Students have all been emailed a copy of the exam schedule, also attached for your reference with this letter. This is also available on the school website for parents. All students will be in school full-time until Friday 16<sup>th</sup> June. Details of leaving arrangements will be communicated nearer the time.

Please see below the JCQ info for candidates. This is a document we must legally share with students and parents.

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

Should you have any questions, please contact our Examinations Office, Miss Overed-Sayer.

**Leavers' Hoodies**

Correspondence was emailed last week regarding leavers' hoodies. Should your child wish to order a hoodie, please use the form below.

<https://forms.office.com/e/8GuKGcDpNU>

Once the form is submitted, payment is required via ParentPay. Hoodies will be delivered directly to school. Once hoodies arrive, they can replace a blazer in school, but cannot be worn in examinations due to the writing on the fabric. This does not comply with exam regulations.

**Year 11 Prom, Castle Park – Thursday 6<sup>th</sup> July**

The Passport to the Prom has been in operation since September. An assembly was held with students on Tuesday to inform individuals of whether they had met the criteria and the respective discount on ticket price due to attendance awards attained throughout the year. Students fall into one of three categories:

- Passport to the prom secure
- Passport to the prom conditional
- Passport to the prom not achieved

Students have been aware all year that to secure a place at the prom 10 out of 12 of the prom criteria must be met. This has been discussed and reviewed regularly with students throughout the year. The criteria are detailed below.

Number	Criteria	10 out of 12 to be achieved
1	Attendance of 95% or above	
2	A minimum of 50 revision sessions attended after school	
3	No exclusions from school	
4	Arrive to school on time every morning	
5	Punctual to lessons – monitored through class charts and pastoral staff	
6	No C3 removals – monitored through class charts	
7	Perfect uniform every day – no hoodies in sight!	
8	All homework/coursework completed to the best of your ability in a timely manner – monitored through class charts	
9	Attend Parents Evening and Year 11 Support Events	
10	Download school email onto your phone so you can access key messages from staff	
11	Achieve a Legend of the Week for 'Rainbow' standard work from a member of staff	
12	Receive a Headteacher's stamp for showing our school values	

Some students have not met the criteria as yet, but have been given a second chance; 'a conditional offer' to try to encourage and motivate them over the exam period. To secure the conditional offer, students simply need to:

- Arrive to school on time every day in school uniform.
- Attend all lessons on time as per timetable/exam schedule.
- Take responsibility for learning by showing focus in lessons and trying their best at all times.

We are hoping to see all students with a conditional offer at the Prom, but if any of the following conditions are broken, the passport will be removed with a full refund on ticket price for parents:

- A student is removed from lessons because of disruptive behaviour preventing learning.
- A student does not attend timetabled lessons/revision sessions.
- A student is seen in toilets areas (not cubicles) frequently in between or during lessons time-wasting with others, or sharing toilet cubicles with others.
- A student is excluded from school for verbally abusing a member of staff or gross defiance.

Students who have not met the criteria and have been suspended from school throughout the course of the year for verbal abuse towards staff or gross defiance will not be attending the Prom.

We are looking forward to celebrating school life and saying goodbye to our Year 11 cohort, it is important to emphasize the Prom is categorised as an educational visit. This means that our staff have full responsibility for the students whilst they are in our care. Whilst the staff are looking forward to the event, they are still at work and will be working an extremely long day. As part of our risk assessment, it is essential to remind parents/carers that any form of alcohol, vape or tobacco are strictly prohibited. Any students in possession of any of the

above-mentioned items or under the influence before they arrive will be asked to leave the venue immediately. Parents will be contacted and expected to collect.

Students can start to arrive at the venue from 6:30pm onwards. Photographs can be taken outside with family members, but only Year 11 will be permitted inside the venue. Welcome drinks will be served at 7.00pm followed by a two course sit down meal at 7:30pm. Once everyone has eaten there will be an awards ceremony followed by a disco. **Students must be collected by 11pm.**

The venue is self-contained and for our exclusive use on the evening. Other than money to purchase soft drinks, students will need little else. Whilst we appreciate many students will be undoubtedly leaving the prom to attend after-parties, whilst they are at Castle Park, we obviously take their care and supervision very seriously. As such, please complete the link below to give your consent, contact details on the evening and how your child is getting home.

<https://forms.office.com/e/VUyLzNv7t>

As promised at the start of the year, a £5 discount has been applied (paid for by school) for every half term that students have achieved 100% attendance. This is the first time we have run such an initiative as an incentive to encourage excellent attendance. This means the following discount, from the full price of £28.50 will apply.

Attendance	Discount	Balance to Pay
100% for one half term	£5	£23.50
100% for two half terms	£10	£18.50
100% for three half terms	£15	£13.50
100% for four half terms	£20	£8.50

The respective balance payment has been added to your child's parent pay account. Your child has been informed of this information at school. Should you wish to discuss anything regarding the Prom, please contact Mrs Owen, Head of Year 11. Payment needs to be made by Friday 26<sup>th</sup> May.

### GCSE Results Day

GCSE results day is on Thursday 24<sup>th</sup> August. Results will be available for students to collect from school between 8.00 and 10.00am; they should enter through main reception to collect in the canteen. Parents are more than welcome to join should you wish. If you are on a family holiday and unable to collect results, if a request is sent directly to our exams officer (preferably before we break up) using the email address [julia.overed-sayer@consilium-at.com](mailto:julia.overed-sayer@consilium-at.com), results can be emailed after 10.00am. Any results not collected by 10.00am will be posted to your home address on Thursday afternoon.

Kind regards



Claire Robbins  
Executive Headteacher