



Archbishop Blanch School

Voluntary Aided Church of England High School

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Archbishop Blanch
SCHOOL

Headteacher: Ms H Duggan BA(Hons), PGCE, NPQH

24 May 2017

Dear Student

We are writing to give you important details regarding study leave, return of text books, collection of results and the completion of the UCAS process.

On Friday 26 May Year 13 will be dismissed at 11:00 am following their Leaver's Service. As of 5 June, teachers will be available for revision sessions during normal lesson time, we highly recommend that students attend these revision sessions up until their final exam in that subject. Year 13 will be asked to sign in and out at reception when attending revision sessions and to meet their subject teacher in the enrichment area 30 minutes before an exam.

Starting Times for Examinations

The starting times for examinations will be 9.00 a.m. and 1.00 p.m. for examinations taken in Archbishop Blanch School. Details of rooms will be displayed by the Sports Hall notice board. You should be in the examination room at least 15 minutes before the starting time. Candidate numbers should be known as they have to be written on the front of the answer books.

If you are taking an afternoon examination in a partner school, these are the correct starting times:

- St Hilda's 1.15 p.m.
- Bellerive & St Margaret's 1.00 p.m.
- The morning start time is 9.00 a.m. at every school

Conduct during Examinations

The official notices from the Examination Boards relating to conduct during the examination have already been distributed.

Every year there is an example of someone misreading the timetable. The official examination timetables which everyone has received should be accessible to other members of the family to try to avoid similar difficulties. Examination sessions cannot be re-arranged and the Board may refuse to mark the work of anyone arriving late. Setting off in good time is essential. (Everyone is reminded that the usual rules apply to uniform.)

Collection of Books

Books should be returned after the last paper in a particular subject has been taken or after your final examination. They **MUST** be handed to the subject teacher and **NOT** just left in the examination room or Sixth Form Enrichment Room. Return of books is vital as they are expensive and their loss means that someone else may have to go without. If all books are not returned we would expect the replacement cost to be forwarded to school and reserve the right to withhold certificates if all books are not accounted for satisfactorily.

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AFTER THE RESULTS – NOTES FOR GUIDANCE

- 1 'A' and 'AS' results will be available in the LRC on **Thursday 17 August 2017 8.30am**. **Students need to be aware that the rest of the school will be out of bounds. If you are planning on going to university you can check your UCAS tracker to see if you have been accepted before this. If in the unlikely event you are not accepted onto either your confirmed or insurance university and have been placed in Clearing (see notes below), please come to school as soon as you can to collect your results and receive help from us to secure a place through the clearing process. Places in Clearing are on a first come first serve basis so you need to be early.**
- 2 GCSE results will be available on **Thursday, 24 August 2017**. Please note results will **not** be given over the telephone.

CLEARING

If you do not achieve the required grades for your University place you will automatically go into Clearing and details will be sent to you via UCAS. Be prepared – read your 'Notes for Applicants' sent out by UCAS and follow the instructions.

If you prefer to do this at home, phone numbers can be found on the UCAS website or in prospectuses, and it is easier if you have Department Direct Lines (try to find these out in advance). You must keep trying on the phone – it will be difficult to get through. Some institutions will not answer until after a certain date when they know more definitely the vacancies they have.

Look out for vacancy lists in national newspapers eg The Independent and the UCAS website (www.ucas.com).

If you need a reference please email admin@blanch.org.uk for the attention of Miss Ellis.

The school number is: Archbishop Blanch School Office 0151-233 7373.

Please don't forget you can do all this at school on the morning of the examination results and we will be there to provide support. Either way please let us know when you have secured a place by emailing us on the above addresses.

Farewell and Good luck

Finally we wish you good luck in your examinations and the very best wishes for the future. You have been a pleasure to have in our Sixth Form and please keep in touch.

Yours sincerely



Mrs A Davies
Progress Leader Year 13



Miss V Ellis
Head of Sixth Form