



Archbishop Blanch
SCHOOL

Archbishop Blanch School

Voluntary Aided Church of England High School
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Headteacher: Miss H Duggan BA(Hons), PGCE, NPQH

May 2016

Dear Student & Parents/Carers

We are writing to give you important details regarding GCSE examinations, timetable, return of text books and keys, and the collection of GCSE results.

Timetable for Year 11 May-June 2016

- From Monday 16th May to Friday 20th May normal timetable will run alongside GCSE examinations.
- From Monday 23rd May the attached Revision and Study Support Timetable will run with GCSE examinations.
- Year 11 will attend school as normal up to Thursday 9th June when there is Mathematics GCSE in the morning. This will then be followed by the Leavers' service.
- From Friday 10th June, students come into school only for any arranged revision sessions and their GCSE examinations. You should sign in at Student Services and then make your way to the Sixth Form Area, 2nd floor where you will be directed to your sessions.

Starting Times for Examinations

The starting times for examinations will be 9.00 a.m. and 1.00 p.m. Details of rooms will be displayed at Student Services each day. Candidate numbers should be known as they have to be written on the front of the answer books. As normal, all mobile phones must be left in your bag inside your locker when you come into school. No bags or phones will be allowed into the examination rooms.

Examinations

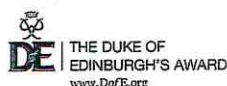
Students who are unable to attend an examination due to illness **must** telephone the school before the start time. Students must also obtain a medical note to cover their absence from that examination, otherwise they may be asked to pay the fee.

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.)

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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** left in the rooms. You will understand 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.

Collection of Locker Keys

Locker keys are to be returned immediately after your final examination has taken place. They **MUST** be handed to Mrs Shurie in the Sixth Form Area, 2nd Floor and not given to anyone else. They will be signed for. You will understand that the return of keys is essential as without them someone else in school will be without a locker. If keys are not returned, a charge will be made. In addition, the return of your locker key ensures entry to the Year 11 Prom celebrations.

AFTER THE RESULTS

GCSE results will be available on **Thursday, 25 August 2016 in the Spanish Steps area between 9:00 and 11:30. Please note results will not be given over the telephone. Students need to be aware that the rest of the school will be out of bounds.**

If you are away on results day, stamped addressed envelopes may be left with Mrs Ennis (Exams Officer).

Finally, we wish you every success in your examinations and our very best wishes for the future. Your hard work will bring your just rewards. Whether you return to sixth form in our new school or go onto pastures new, you have been a pleasure to teach and are, and always will be, part of our Archbishop Blanch school family.

Yours sincerely



Mrs M McKean
Deputy Headteacher