



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 Parents, Carers and Students

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

Year 13 Leavers' Service and Assembly Friday 27 May 2016

The arrangements are as follows:

Lesson 1- Normal timetable

Lesson 2 - until 10:35am

10:45am - Leavers' Service

11:45am - Sixth form final Assembly in Sixth form Area

12:30am - Finish and dismissal

Timetable for Year 13 - June 2016

Week beginning Monday 6th June to Friday 10th June- There will be a condensed timetable- please see attached timetable. You will be expected to attend these lessons; however, during this week you will be free to sign in and out as best suits you. There will be no registration time; therefore, you must sign in and out at Student Services. When in school you will be required to wear school uniform.

Week beginning Monday 13th to the final examination

There are a series of revision sessions prior to examinations. See attached Revision and Preparation timetable. You are strongly advised to attend the revision sessions. Before each examination you are to attend a compulsory preparation session. For morning examinations these take place in the Sixth Form Area. For afternoon examinations the room is listed on the revision and preparation timetable.

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 on the notice board in the Sixth Form Area. Candidate numbers should be known as they have to be written on the front of the answer books. All mobile phones and bags must be left in your bag inside your locker before you attend the Preparation Sessions. No bags or phones will be allowed into the examination rooms.

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

- **The morning start time is 9.00 a.m. at every school**
- **St Hilda's** 1.30 p.m.
- **Bellerive & St Margaret's** 1.00 p.m.



Examinations and Illness

Students who are unable to attend an examination due to illness **must** telephone the school in which the examination is taking place before the start time. Students must 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.

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 Area. 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.

AFTER THE RESULTS – NOTES FOR GUIDANCE

1 'A' and 'AS' results will be available in the Spanish Steps Area on **Thursday 18th August 2016 between 9:00am and 12:00pm**. **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 (from 8:00am onwards) 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, 25th August 2016**. Please note results will **not** be given over the telephone.

3 If you are away on Results Day, stamped addressed envelopes may be left with Mrs Ennis (Examinations Officer). However our advice is not to be away on holiday either on or after Results Day, particularly if you have not achieved the required grades for your University offers.

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 Mrs Cassidy or Ms McGowan.

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 H Cassidy
Assistant Headteacher
With responsibility for Sixth Form



Ms J McGowan
Head of Sixth form



Miss H Duggan
Headteacher