



**St Cuthbert's
Catholic High School**
Live life in all its fullness

Berrys Lane
Sutton, St. Helens
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Tel: 01744 678123
Email: postbox@stcuthberts.com

Headteacher:
Mrs Catherine Twist B. Ed
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19 April 2018

Dear Parent/Carer

Y11 GCSE Examinations

As we approach the final run up to GCSE examinations I am writing to inform you of important details concerning arrangements for the remaining few weeks.

The main programme of written GCSE examinations for our students starts on Monday 14th May and finishes on Friday 22nd June 2018. It is essential that your child does not miss their examinations and has as much opportunity as possible to continue working in their lessons but also have opportunities to revise before examinations. With this in mind, we have put together a different timetable for our Y11 students.

During the period **Friday 11th May – Tuesday 12th June 2018** students must attend school as normal and go to morning registration. Throughout the day if students are not in an exam, they must attend their normal timetabled lesson unless a specific revision session aimed at their next examination has been scheduled – see enclosed timetable.

During the final weeks of exams - **Wednesday 13th June – Friday 22nd June 2018** students only need to attend school for examinations or the organised programme of revision sessions, which have been arranged before each examination.

Therefore, the logistical arrangements for **Wednesday 13th June – Friday 22nd June 2018** are as follows:

1. Attendance at organised revision sessions is compulsory.
2. Independent revision in school between exams may be undertaken in the Learning Resource Base (LRB) only.
3. If students are not in an exam or an organised revision session, they will be expected to be in the Learning Resource Base for independent study or at home studying. Students who stay in school for independent study are responsible for bringing their own revision material together with the revision materials provided by their subject teachers. They will not be allowed to disturb staff who may be teaching students from other years.
4. Students who are attending school for an exam or organised revision session (see enclosed timetables – exams **WHITE**, revision **GREEN**) will be responsible for making their own transport arrangements to and from school. However, they can, of course, make use of school buses in the morning in order to arrive at the normal time for an exam or revision session. Please be aware that, depending on the length of the exam, it may not be possible for students to use the school bus to go home at the normal time of 2:40pm, as the exam may not finish by that time.
5. Given the fluid nature of Year 11 attendance in school from the 12th June onwards, food will be provided at the normal times (break and lunch) so Y11 will need to organise their arrival and leaving times if they would prefer to eat in school. Please note that students will still be able to access cashless catering during the exam period but they are advised to ensure that they monitor their balances carefully and reduce them to zero before they leave, as it will not be possible to issue refunds if any money is left on their accounts.
6. All students must sign in when they arrive on site and sign out when leaving. Signing in registers will be situated in the foyer near to the main office.





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During KS4 your child has already been given a GCSE Information booklet (copy available on the school website), once again please familiarise yourself with the contents as a reminder of the rules and regulations of the exam boards together with our expectations. Please remember:

- mobile phones, iPODs, MP3/4 players, Smartwatches or any web enabled source of information should not be taken into the exam room
- only equipment for the exam is allowed
- all water bottles must be transparent and without any labels
- students may only write in black ink and correcting fluid may not be used
- students are responsible for providing any equipment necessary to undertake the exam including calculators, pencils, pens, rulers etc. - packs are available to purchase from school

Exams must not be missed for any reason other than genuine illness. **It is the students' responsibility to check the date and time of their exams from their individual exam timetable which is enclosed. Students need to be at the exam room at least 15 minutes before the start of the exam.** It costs around £30 to enter students per subject, amounting to over £300 for each individual student. Should a student miss an exam for reasons other than illness, we will ask you to pay the costs of that particular exam (as outlined in the costings sheet you received earlier in the academic year).

In the case of illness please: Ring the school immediately on 01744 678123 and leave a message on the student absence line or ask to speak to the Exams Officer or myself. Please obtain a medical certificate and send this to the school as soon as possible. Exam boards may award a grade, even if part of an exam is missed, providing a medical certificate is supplied.

This year the results day for GCSE examinations is **Thursday, 23rd August 2018** when students may come to school to collect a school printout of their results between **9:00 am and 2:00 pm.**

Exam boards no longer issue paper results slips and the school summary printout issued to each student is the official confirmation of their results and will be sufficient evidence for colleges and other post-16 providers. This is the only documentation prior to the issue of certificates and must be kept safely until the certificates are sent to school in November 2018.

If a student cannot attend school to collect their results in person and to ensure that results are despatched to the correct, up-to-date address we ask that a stamped, accurately addressed envelope is provided to the Exams Officer prior to 9th June 2018. Please do not telephone the school for results. Results cannot be given over the telephone in case of misunderstandings. If a student is unable to collect results in person on Thursday, 23rd August 2018, a parent/carer may do so on their behalf. However, the student must have provided written authorisation for us to do this. This can be submitted in advance to the Exams Officer or be brought in by the parent/carer on the day.

Finally, may I take this opportunity to thank you as parents and carers for the support you have given the school over the past five years. I wish your son/daughter every success in their future.

Yours sincerely

C McKeagney

Mrs C McKeagney
Deputy Headteacher

