



# HAMPSTEAD SCHOOL

Learning together Achieving together

16 May 2018

## Year 11 Examinations & Study Arrangements until the End of Year

Dear Parents/Carers/Students

I am writing to inform you of important information and arrangements for our Year 11 cohort during the summer examination season. Obviously, this is an incredibly important and potentially stressful time for our students. It will require focus and determination to succeed as well as all our support.

As you will be aware, the formal examination season started on Monday 14 May 2018 and will last, for some, until towards the end of June. Please find below some important and necessary information regarding the examinations and the support being offered throughout this time.

### Attendance Arrangements & School Day

During the exam period, students will **attend school as usual**, attending **registration and lessons**, when they are not in examinations. Students must get their attendance mark with their form tutors in the morning and if they have a morning examination they will then come down to the examination hall (Sports Hall) and line up outside **for an orderly entrance** to the hall in the usual way. Students are aware of these procedures from Pre-Public Examination weeks. When not in an examination, their subject teachers will be in lessons ready to help with revision. If their subject has already been examined, their class teacher will facilitate revision for examinations still to happen and students **should bring revision with them** to their lessons – they have plenty! Every minute counts and this is a useful and productive period of time for examination preparation –successful schools support students through the examination season and research shows results are better because of it!

Students are expected to **attend both examinations and lessons in full school uniform**. Failure to do so may result in alternative examination arrangements being necessary. Please consult students' individual Examination Timetables for dates/times.

Please note, as with previous years, the school lunch break will be moved to between Periods 3 & 4, 1220 to 1300 from Monday 14 May 2018 for a period of at least 4 school weeks to facilitate the prompt start of afternoon examinations.

From Thursday 17 May 2018, if examinations in the afternoon end **after 1415 hours** students who are in the examination will be **dismissed from school immediately following it**, before the end of the normal school day at 1500. All other students not sitting an examination will be expected to remain in their lessons until the end of the school day. Please note, after school revision sessions will still continue and students leaving an examination are more than welcome to attend these sessions so may remain on site if they need to.



**Head:** Jacques Szemalikowski MA BSc(Hons) PGCE NPQH CPhys MinstP. FRSA  
Hampstead School, Westbere Road, London NW2 3RT

**T:** 020 7794 8133 **E:** enquiries@hampsteadschool.org.uk **www:** hampsteadschool.org.uk



## What to Bring to Exams

Please do ensure you have the correct equipment for each examination, it makes the preparation so much less stressful! Plan and prepare for this the evening before the examination day.

- **Full clear plastic pencil case** (pens, pencils, ruler, eraser, sharpener, Maths equipment e.g. calculator, protractor)
- **Water** (no other drinks are permitted and water must be in an **un-labelled** bottle)
- **Revision materials** for before the examinations

## Pre-Exam Study Space

Each morning the Dining Room will be **open from 7:30am** for students to study quietly before the day's examinations. Relevant teachers for the examinations will be on hand to help with last minute questions and concerns. Water and a breakfast bar or "brain snack" will be available for those wishing to eat and drink sensibly before their examinations within this study area.

## After School Revision

After School Revision sessions will continue as per the current schedule. Students should attend at the allotted times to maximise their learning potential.

## Saturday School & Half-term Revision School

**Saturday School** will run as usual throughout the examination season. **May Half-term School** will again have a full programme of revision sessions from **Tuesday 29 May until Friday 1 June 2018**. A further letter will detail these aspects in due course.

## Examination Rules

The Examinations Office has previously sent these out to you along with the examination timetables. Please emphasise the importance of **preparation and revision** to students at this time, especially now the examination season has started. In particular, encourage students to get into school in plenty of time and to check the pre-posted **seating plans** (outside the examinations hall) so the beginning of examinations are not rushed and stressful.

If you have any questions, please do not hesitate to contact me [a.hadley@hampsteadschool.org.uk](mailto:a.hadley@hampsteadschool.org.uk), Ms Johnson, as Head of Year 11, [d.johnson@hampsteadschool.org.uk](mailto:d.johnson@hampsteadschool.org.uk) or the Examinations Officer ([exams@hampsteadschool.org.uk](mailto:exams@hampsteadschool.org.uk)).

Yours faithfully,



Dr Hadley  
Assistant Head