



HAMPSTEAD SCHOOL

Learning together Achieving together

14 May 2019

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 this summer's examination season. Obviously, this is a key 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 13 May 2019 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 examination period up until May Half-term (see below), 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, 12:20 to 13:00 from Monday 13 May 2019 for a period of 5 school weeks to facilitate the prompt start of afternoon examinations.

From Wednesday 15 May 2019, if examinations in the afternoon end **after 14:15** students who are in the examination will be **dismissed from school immediately following it**, before the end of the normal school day at 15:00. 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.



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Friday 24 May 2019

The last day of this half term – Friday 24 May 2019 will be the last formal school day for this Year 11 cohort to attend lessons. It will be a normal school day and end at 15:00 as usual. Many will have an examination on this date. After this date (after the May half-term) students will **only be expected to attend school for their examinations** in the morning or afternoon sessions. They are still expected in **full school uniform**. If not attending breakfast revision, students need to be on site **by 08:30** for morning sessions and **by 13:00** for afternoon sessions. No Year 11 lessons will run during the normal school day from 09:00 to 15:00.

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 07:30** 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. From 08:00 our free school breakfast service will be in operation as usual for those wishing to eat and drink sensibly before their examinations within this study area. This arrangement will continue **throughout the examination season**.

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. Again, these sessions will be available **throughout the examination season**.

Saturday School & Half-term Revision School

Saturday School will run as usual throughout the examination season. **May Half-term School** will again have a programme of revision sessions from **Tuesday 28 May until Friday 31 May 2019**. 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.

Year 11 Leavers Graduation and Prom

The Year 11 Leavers Graduation and Prom will take place on 28 June 2019. A further letter detailing arrangements for this will be sent closer to the date. Parents are invited to attend the Graduation Assembly in the afternoon. Deposits of £10, to guarantee attendance for students at the Prom, can be given to Ms O'Connell by 24 May 2019.

If you have any questions, please do not hesitate to contact me a.hadley@hampsteadschool.org.uk, Ms O'Connell, as Head of Year 11, s.oconnell@hampsteadschool.org.uk or the Examinations Officer (exams@hampsteadschool.org.uk).

Yours faithfully,



Dr Hadley
Assistant Head