



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

We will achieve excellence and inspire generations the Cass Way
Headteacher: Mr P. Woods

10th May 2019

Summer Examinations 13th May – 25th June

Dear Parent/ Guardian,

We are a matter of days away from the start of the public examinations for Year 11. I want to take this opportunity to thank you for all of your support recently and I feel that Year 11 are now well placed to succeed.

The exam period is extremely busy. All students have copies of their exam timetables and structured revision should be well underway.

Please note the following:

- Students **MUST** arrive on time for each examination, with the correct equipment. Please ensure that you bring a **BLACK** pen and a spare to all exams, no other material is permissible unless indicated by the Examinations Board. It is also advisable that you child brings a bottle of water to the exams.
- Morning exams in the Great Hall start at 9am so students are required to report to the Gallery by **8.40am**. Afternoon exams start at 1.45pm so please report to the Gallery by **1.30pm**.
- Most afternoon exams finish within the school day. However, on occasions, some exams may finish earlier or later than 3pm. If an exam finishes before 3pm they will be permitted to leave the school site.
- Mobile phones are not permitted in any of the exam rooms so it is advised that your child does not bring your mobile phone on the days of your examinations. This also applies to other electronic devices. Please see the exam notices for details. **Possession of a mobile phone, or similar item, in the hall will automatically result in disqualification from the examination.**
- All Year 11 pupils must be in **FULL** uniform to sit public examinations. If your child arrives **LATE** he/she may not be allowed in the examination room.
- Notices of all examination venues will be posted outside of the Great Hall and in the main entrance to the school by the reception desk. Please check your examination venue each time. The Examinations, Officers will be aware of any students who are eligible for any special arrangements and will ensure that the invigilators know. These students should also check with the examinations officers before the start of each examination.



Active study leave

- Students will be on active study leave from Monday 3rd June. Students will be required to attend lessons until the course they are studying has been completed. For example: Students studying geography will attend lessons until the 13th June, Physics until 14th June.
- Once the course is completed students are not required to attend the subject lessons.
- BTEC courses continue until the end of June, students on these courses are expected to attend until notified.
- Before half term all year 11 students will be issued with a distinctive student pass. This pass must be worn at all times.
- The pass will be used to gain entry to the school building and serve as registration for health and safety purposes.
- Students will be allowed to use the library or VLE from 7.30am to 5pm. Students should not be wandering the building during lesson time.
- Any students caught abusing the privilege of free movement will have their pass revoked and only allowed in school to sit their examinations. Parents may be asked to escort them to and from school.
- **Please be reminded that the results day is Thursday 22nd August from 9.00am**

It remains now for me to take this opportunity to wish your child the very best of luck and I am sure all the hard work and determination will pay dividends on results day.

Yours Sincerely

Paul Woods
Headteacher



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

We will achieve excellence and inspire generations the Cass Way

Headteacher: Mr P. Woods

