



ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Our ref: L933/CB/MH

April 2019

Dear Year 13 Students and Parents/Carers

We are approaching the leaving date for Year 13 on 8 May and there are a few points I would like to bring to your attention.

Firstly, you have been a great year group to work with. Whilst we are delighted to see you making exciting plans for your future, your teachers will on a personal level be sorry to see you leave us. In particular, we will miss your friendliness, hard work and strong support for others in the school.

Last Week Arrangements

On Wednesday 8 May, we will have our leavers' mass in the morning. After mass, around 1.00 pm, students are free to leave but we hope many will join us for informal presentations, pizza and a Primary School style Sports Day on the school fields. This should end around 3.30 – 4.00 pm. On Thursday evening, 9 May, we will have our Leavers' Ball at Mosborough Hall for any Year 13 student who wishes to attend.

Coming into school during the examination period

We are asking that students be in **full school uniform** for examinations *and* if they wish to come into school for any other reason during this period (for revision lessons, to pick up materials etc.). This is important for the running of the rest of school and it helps staff to distinguish our students from other visitors or intruders. Sorry, **leavers' hoodies are not counted as uniform!** Students should sign in and out if visiting for any purpose other than an examination.

Examinations

Students should be at the exam base at least 15 minutes before the start of the exam (i.e. at the exam base by 9.00 am and 1.15 pm). Full school uniform must be worn. **Please double-check your exam timetable.** Every year, someone misses an exam, thinking it is at another time or on another day. We would ask that no food or drink is brought into the room (other than plain unlabelled bottles of water). Please do not bring mobile phones or other electronic devices in to the exam base. Leave them in your bag which can be left in the Sixth Form Dining room or study areas. You will be asked to take off watches and place them on your desk in each exam (Smart watches are not allowed).

You will need to write in black ink for virtually all exams and many exams require you to have a pencil as well as a pen.

Returning Destination Forms

You have been emailed and given a destinations form (blue) to complete. **Please hand it in before you leave.**

Live, Love and Learn in the Light of Christ

Returning Books

You have been emailed and given a leaver's form (peach) to use when you are ready to return books. We are asking that all books and materials are **returned by Friday 28 June and the form handed in to the Admin Office**. This gives us a couple of weeks to check our stocks and plan for next year's classes before we break for summer.

We would appreciate any donations of uniform (particularly blazers, ties and skirts in good condition) to help other students in the future.

Examination Results

These are available on 15 August. Students can collect their results from the Drama Hall after 8.00 am. We do **urge you to be present in person on results day** in case there is a need to contact universities or obtain help from our staff.

Help and Advice

Senior sixth form staff will be available all day, Thursday 15 August and contactable via email at times during the following weeks to support students at this critical period. We offer every student a personal interview on results day if required. We will be offering advice on University Clearing and supporting any students who have missed first or insurance university offers.

Please do see us on the Thursday so that we can be sure that your future plans are in place (and hopefully so that we can offer our congratulations). There will be subject staff present too on the Thursday who will no doubt want to add their congratulations.

Finally

Good luck with the examinations.

Yours faithfully



Mr C Bradley
Assistant Headteacher – Sixth Form



Mrs E Smith
Head of Year 13



Mrs M Dengate
Headteacher

PIN THIS UP

EXAMINATION REMINDERS

- Double check exam dates/times every day
- Learn your candidate number
- Use a good quality black pen, including for diagrams
Most exam scripts are scanned into computers to mark
- Bring a calculator
- Bring a sharp pencil (used for optical mark reader sheets)
- Clear pencil case only
- Clear, plain bottled water allowed but no other drinks and no food
- Do not bring mobiles or other electronic equipment into the exam base
- *It is an offence even if switched off. The penalties are severe, including banning from all exams that year.*
- You will be asked to take off your watch and put it on the desk in front of you (Smart watches are not allowed)

RESULTS AVAILABLE

**Thursday 15 August from 8:00 am.
Staff available for advice and support.**

EXAM START TIMES

**All morning exams: at exam base for 9:00 am
All afternoon exams: at exam base for 1:15 pm**