



ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Our ref: L 2570 EY

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PLEASE NOTE - IMPORTANT INFORMATION FOR ALL YEAR 11 PUPILS

Dear Year 11 Students

Carefully read through the information contained in this letter and keep it in a safe place for future reference.

1. STUDY AND TRAVEL ARRANGEMENTS

From **Tuesday 7 May 2019** you will be on examination study leave and will normally come into school only when you have an examination or for official revision sessions.

All candidates with bus passes should be aware that their passes can only be used on the normal school buses at the usual times. Therefore pupils with such passes who wish to catch service buses home after a morning exam, or into school for an afternoon exam session, must be prepared to pay the correct fare.

2. UNIFORM/APPEARANCE

Whenever you come into or leave school you **must** be dressed in **full, correct school uniform** and your appearance must comply with the school rules.

3. 16+ TRANSPORT

Parents are responsible for transport costs for any pupils returning to Sixth Form. If this causes serious financial difficulty, please contact the Director of Sixth Form, Mr C Bradley.

4. SIGNING IN AND OUT

You must sign in and out at Reception if you come into school when you **don't** have an exam or if you only have an exam in the afternoon and you come into school in the morning to revise. In this case, the Dining Room will be available for Private Study. If you need to use this facility, please note that you will be expected to conform to the timing of the school day and to all other school rules, including full school uniform and appearance and no mobile phones or other electronic devices. You must stay in school for the whole school day – you will not be permitted to sign out and back in at lunch time. All candidates not in school doing examinations but studying at home, will be on AUTHORISED ABSENCE until **Thursday 20 June**.

5. VOCATIONAL COURSES

Pupils studying vocational courses e.g. **Btec Construction and Health and Social Care** may be required to attend sessions during the examination period. Sessions are compulsory.

Live, Love and Learn in the Light of Christ

6. EXAMS AND REGISTRATION

For morning exams only you should register as usual in **YOUR NORMAL FORM ROOM**. You do not have to sign in at Reception. Exams start at 9.15 am. Registration for afternoon exams is at 1.15 pm in the **EXAM BASES**. Exams start at 1.30 pm. Details of exam rooms will be posted on the Drama Hall window but most of your exams will be taken in the Sports Hall.

7. MOBILE PHONES, TABLETS AND SMART WATCHES

These must NOT be brought into school. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off), it will be confiscated and a report made to the exam board. No exceptions can be made. To ensure mobile phones are not brought into the exam room, the **GLOBAL GADGET** Device will be in operation. This detects mobile phones in the area including bags.

8. LEAVERS' DAY CELEBRATIONS

Year 11 pupils tend to congregate in local parks/spaces in the late afternoon/evening of Leavers' Day. We have, in the past, received complaints from residents and local people regarding poor behaviour and consumption of alcohol. We advise parents/carers to be aware of this.

9. PROM

A reminder that the Year 11 Prom will be held at the Proact Stadium on Friday 24 May, 7.30 to 11.30 pm. Thank you for confirming with us on payment, that you have discussed the importance of sensible, adult behaviour and have made transport arrangements for no later than 11.30 pm.

10. HOLIDAYS

Please note if you are returning to the Sixth Form in September you must not book holidays that will take you out of school in term time. The first few days and weeks of Year 12 are critical and you must not miss any of this time.

11. BOOK RETURN AND THE LEAVERS' FORM

If possible you should return all your textbooks and other school property to your teachers before you start examination leave. However, you may need school textbooks for revision and in English Literature, of course, for the exams themselves. Obviously these books must be returned to school when the exams are over. Your **LEAVERS' FORM** is designed to enable us and you to check that all school property has been returned. Note that Library books must be returned by **Friday 3 May** unless you have made alternative arrangements with the Librarian. Please read the **LEAVERS' FORM** carefully and follow the procedures outlined on it.

THE COMPLETED LEAVERS' FORM MUST BE RETURNED BY MONDAY 24 JUNE 2019.

12. COLLECTION OF RESULTS

The GCSE examination results will be published on **Thursday 22 August**. You may collect your results one of the following two ways. PLEASE DO NOT PHONE THE SCHOOL DURING THE DAY REQUESTING RESULTS OVER THE PHONE, OUR RECEPTION STAFF WILL NOT BE ABLE TO RESPOND TO THIS REQUEST.

- a) **Either:** collect your results in person from school **after 9.00 am** (Do not phone school, or come to school, earlier. It takes a lot of administration time after the postal delivery before results are ready to be given out).
- b) **Or:** leave a stamped, addressed envelope in Reception (before you leave school) for your results to be posted on to you.

NB YOUR RESULTS WILL ONLY BE GIVEN TO YOU IF WE HAVE PREVIOUSLY RECEIVED YOUR COMPLETED LEAVERS' FORM. Remember to show this to your parents.

13. SIXTH FORM COURSES

To embark on one of our Sixth Form courses, **you must enrol in person** on the Enrolment Day. Enrolment officially registers your intention to return to school and without it, you will not have a place in September.

Enrolment Day is **Thursday 22 August 2019**.

To enrol:

- * book a time slot for the enrolment on Thursday afternoon.
- * attend enrolment interview to register your intention to return and to get advice about options choices, career routes and suitability of courses chosen.

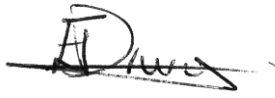
If you cannot attend enrolment day in person, contact Mr Bradley before the end of the summer term to make arrangements. **If you fail to attend the Enrolment Day in person and have not made prior arrangements, it will be assumed that you do not want a place in Sixth Form.**

Work hard and do your best so that you receive the just reward for all your efforts. Good luck, and have a good summer holiday after the examinations have finished.

Yours faithfully



Mrs M Dengate
Headteacher



Miss E Drury
Head of Key Stage 4

ST MARY'S CATHOLIC HIGH SCHOOL

LEAVERS' FORM

YEAR 11

NAME _____

FORM _____

Deadline for returning form: **MONDAY 24 JUNE 2019**

Before leaving school this form must be signed by **ALL** your teachers to certify that you have returned all school property.

Please ensure that you return all text books to your **SUBJECT TEACHERS** at the end of examinations or at break and lunchtimes, **NOT** during lessons.

Technology coursework must be collected and paid for.

When the form is complete, return it to your **FORM TUTOR**.

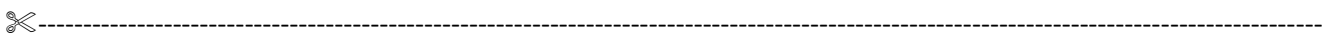
DO NOT GIVE IT TO ANYONE ELSE.

If you fail to hand in a completed form, you will be contacted by the school. This may cause you a lot of inconvenience before you receive your GCSE results especially on results day. **As emphasised in your Information letter, your results will only be given to you if we have previously received your completed Leavers' Form.** I am sure you will realise that in the interests of the education of all pupils at St Mary's, school property must be returned at the appropriate time. I am confident that you will return your Leavers' Form before **24 June**.

Subject	Teacher's Name	Signature	Date
English Lang/Lit			
Maths			
Religious Studies			
Science			
1 Physics			
2 Chemistry			
3 Biology			
Option Subjects			
1			
2			
3			
4			
Library Books (3 May)			

Form Tutor Signature _____

Date _____



LEAVERS' FORM (Receipt kept by student)

I have received the Leavers' Form from

Name _____

Form _____

Form Tutor _____

Date _____