21 March 2018

Dear Parents/Carers,

I am writing to you to share the important information Year 11 students were given today in assembly. With just under six teaching weeks until the first GCSE exam, I would be grateful if you could go through it again with your son/daughter over the next few days.

**GCSE Exams and Independent Study Leave**

GCSE examinations start on Monday 14 May. During this week, all students are expected to be in timetabled lessons, except for when they have an exam. Lessons will be dedicated to revision, so students should bring in all the revision work that they want to do during the day. Students with an afternoon exam will be permitted an early lunch.

Independent study leave will commence on Monday 21 May and students will be divided into three groups.

**Group 1** - Students will be granted independent study leave because we believe that they will work to the best of their ability at home.

**Group 2** - Students will be undertaking their revision in School for the majority of the exam period. This is because we believe that they will be best served by revising in a structured environment. This will be based on students’ attitude to learning, home learning and other behaviour data produced throughout the year.

**Group 3** - Students and/or parents who request in-school study sessions. This request can be made by emailing Mr White on swhite@rickmansworth.herts.sch.uk This is for students who recognise that home is not conducive to best revision and would prefer to be in School. In return, the School will provide students with a structured revision environment in one of the School’s computer rooms which will be supervised by a member of staff.

**Celebration Assembly**

The Year 11 Celebration assembly will take place on Friday 11 May. Students will be invited for pizza and shirt signing during lunchtime and will have their final assembly during period 5 in the School hall. This will finish at approximately 3.00pm and students will be asked to leave the School site at this time. Please can we remind you that it is a School rule that students must bring in a separate shirt to be signed. Anyone who has a shirt signed that they are wearing will be sent home immediately. Year 11 will be completing walking/talking mocks from period 1-4 and it is a normal teaching day for the rest of the School, so the highest levels of behaviour are expected. Anyone who fails to meet these standards will be sent home immediately so that the afternoon is not spoilt for the rest of the year group.
GCSE Exam Timetable and Permitted Equipment

The final GCSE timetable is attached. Please print off a copy and highlight all the exams that your son/daughter will be taking.

- Morning exams start at 9.00am.
- Afternoon exams start at 1.30pm.

Students should ensure that they arrive for their exam at least 20 minutes before the start time so that they have time to look at the seating plan, put bags and jackets away, discuss any last minute points with fellow students and staff, and relax as much as possible.

It is essential students have the correct equipment for their exams. Please visit the Key Stage 4 page of the website to ensure your son/daughter arrives fully prepared for all exams.

Weekly Booster Sessions and Exam Revision Tips

The weekly booster session timetable was sent out last week (another has been attached in case you missed it). These sessions take place after School and provide students with extra help and support as they head towards the summer.

Each week, you will be emailed a revision tip. Hopefully these can be used to maximise study time and make it as useful as possible.

Spring Revision Workshops

If your son/daughter has been selected to attend a Spring Revision Workshop, you will receive a letter in the post. These sessions benefit students who are not meeting their targets in individual subjects. If your son/daughter has not been selected by subject staff, they will not be able to attend the workshops as the work will not be suitable for them.

Leavers’ Hoodies

A separate GroupCall has been sent out with details of leavers’ hoodies and how they can be ordered. Please note that the deadline date for ordering must be adhered to so that they can be ready for collection before independent study leave. Please also note that if payment has not been received via cash, cheque or ScoPay before the deadline, even if a GroupCall order has been placed, your son/daughter’s hoodie will not be ordered.

Year 11 Prom

To celebrate the end of exams, Prom will take place on Thursday 28 June at Watford Football Club between 7.30pm and 11.00pm. The Prom Committee have been meeting over the past few weeks and the event looks certain to be a night to remember. A GroupCall will be sent out in the next week giving full details of the event of the year.

I would like to take this opportunity to wish every student all the very best with their final studies as we countdown to the exams. Every single lesson is invaluable, and it is important that everyone has an excellent work ethic to achieve their full potential.

Yours sincerely,

Mr S White
Director of Learning Key Stage 4