4 May 2018

Dear Parents and Carers,

**Year 11 Final Information**

With one School week to go before the start of the exam period, we wanted to give you the final Year 11 information. This information was given to your son/daughter in an assembly but please can you reiterate everything to them. This will help the whole process to go as smoothly as possible.

**Friday 11 May**

Normal lessons, Periods 1-4.
Lunchtime, pizza and shirt signing in the Sports Hall.
Period 5, Celebration Assembly in the main Hall.

Please can you remind your son/daughter that if they wish to have a shirt signed, they must bring in a spare one. Any student who has writing on the shirt they are wearing will be sent home. We really do not want this to happen.

We have also reminded the year group that the day is a normal School day for the rest of the School. The highest levels of behaviour is expected at all times. Any poor behaviour will result in the students concerned being sent home and their Prom places being put in jeopardy. Once again, we really do not want this to happen.

**Exam Protocol (See attached exam timetable)**

Morning Exams – Start at 9am
Afternoon Exams – Start at 1.30pm

Students will be invited into the Sports Hall 10 minutes before the start of the exam so please make sure that they arrive at least 20 minutes before the scheduled time. Each Department has been asked to send a member of staff to the start of their exam so that they can answer any last minute questions and offer final hints, tips and encouragement.

Students should look at the seating plan and make sure that they know the desk that they are sitting at. Bags and coats should be put away inside the sports hall and then they should line up in the appropriate lines.

When greeted by a member of staff, students should be silent and enter the exam room in an orderly manner.
Exam Clashes

If your son/daughter has a clash of exams, they will receive an orange form from Mrs Webb, the examinations officer. This will outline the time and room changes. If you have any questions, please email gwebb@rickmansworth.herts.sch.uk

14 – 18 May

During the first week of exams, students will be in lessons as normal, unless they are in an exam. In these lessons, students will be either revising as a class or individually. Please make sure that your son/daughter has all of the revision material/resources that they need for each day.

Headphones are not permitted in revision lessons, unless GCSEpod is being watched.

If your son/daughter has an afternoon exam, they may go to lunch from 12.15pm. The Dining Hall will be open to supply them with food.

Equipment

Please see the attached equipment list.

A reminder that no watches are allowed in the exam hall.

21 May Onwards – Independent Study Leave

Students are only expected to come in for their exams.

If your son/daughter has requested to come into School for their revision sessions, a separate letter will be sent out outlining the arrangements for this. If anyone else would like to make this request, please contact Mr White directly. Only students who make this request will be permitted to enter the designated rooms.

If your son/daughter wishes to come into School early, or stay in between exams, they have been allocated the rear of the Dining Hall as a quiet study centre. If they have arranged to meet a member of staff, they are also permitted to do this.

Please remind your son/daughter to sign in and out at student reception if it outside scheduled exam time.

Leavers Hoodies

These will be available to collect on 18 May from the PE Department.


Please can we ask that payment for Prom is made as soon as possible.

Timings start 7.30pm – Carriages at 11.00pm

Venue – The View Suite, Watford Football Club

Please find attached the map of how to access Watford Football Club. This is via Occupation Way and The View suite can be found at Gate 15.

We look forward to welcoming all of the students for what promises to be a wonderful evening.
Results Day

Results Day for GCSE examinations is Thursday 23 August.

We will confirm the time for these closer to the date.

Please can we remind you that if your son/daughter will not be able to pick up their results on this day, you can request someone else to pick them up on their behalf. This can only be done by making a written request to Mr White. If we have not had this request, results cannot be released.

Good Luck!!
May we take this final opportunity to wish everyone every success in the upcoming exams. We hope that when that envelope is opened in August, that all the hard work is rewarded.

Best wishes to all.

Mr S White and Mrs K Link