



Tuesday 10<sup>th</sup> May 2022

## Year 11 GCSE Examinations and Leavers Arrangements Letter

Dear Parents,

I am writing regarding arrangements for your child's forthcoming GCSE examinations and other related matters.

Firstly, the **GCSE examinations begin on Monday 16<sup>th</sup> May** with the GCSE Religious Education Paper on Catholic Christianity. It is absolutely essential that for each and every examination all students observe the following:

### 1) Examination Timetables:

All students have been issued with individual examination timetables via their school email account. Please keep these safe and display them in a prominent place at home. I advise that students should transfer the examination dates and times to their student journal so that they can see how their schedule of examinations fit in across the next seven weeks. This will also assist with planning their revision on busy weeks. If students misplace their examination timetable, please be advised that they can access all exam details as follows:

- a) If students would like a new copy of their individual timetable, please ask the Examinations Office staff who will provide them with this.
- b) The entire examination timetables (GCSE and GCE) can be downloaded from the Exams 2021/2022 section of the school website

### 2) Mobile Phones and Watches:

I will make it clear that mobile phones, even if they are switched off, are strictly prohibited in the examination venues. I strongly advise that these devices should be left at home on examination days.

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We will not accept responsibility for mobile phones or other devices that are damaged or lost as a result of leaving them in the storage rooms adjacent to the examination venues.

Please note that all watches (both analogue and smartwatches) are also prohibited in the examination rooms.

### 3) Punctuality:

It is essential that students will be in school at least 30 minutes before the start of each examination. I advise that students should be in school by **8.30am (for morning examinations) and by 12.30pm (for afternoon examinations)**.

Public transport can be unreliable so students should set out for school earlier than usual during the examination period. Students should not take a risk that they will be late or rushing before an examination. Students will be registered in the examination venues so must not go to any other place – all students should firstly assemble in the playground before being called to the examination venues.

### 4) Absence and Illness:

Students are responsible for checking their timetable to ensure that they know the dates and times of their individual examinations. If a student is absent for a public examination they cannot sit it later. It is therefore essential that all illnesses are reported to the school by 8.00am in order that you can get the school's best advice regarding the impact that this will have on your child's examination(s). It is essential to get medical advice and a letter from your General Practitioner (GP) validating that your child was too ill to take an examination – this evidence must be brought into school immediately.

### 5) Equipment and School Uniform:

Students must ensure that they are equipped, well prepared and dressed in full school uniform for all their examinations. Equipment should be stored in a clear plastic case and I advise that all students should bring plenty of black pens, a pencil, an eraser, a ruler and a fully functioning calculator (without the detachable case cover) for relevant examinations.

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## 6) Behaviour:

I expect that students will be impeccably well behaved during all examinations. Students must cooperate fully with the Examination Invigilators and they must respect that other candidates must not be distracted from their own important examinations. Students that commit malpractice or cause disruption in public examinations risk being disqualified from all of their examinations and potential examinations in the future.

## 7) Examinations Handbook:

It is vital that the Public Examinations run as smoothly as possible for all of our students and therefore all examination candidates were issued with a hard-copy of our Examinations Handbook for Students 2022 during the recent student examinations assemblies on Friday 29<sup>th</sup> April. This is a very useful guide that will provide you with informative and helpful advice to assist you during the examinations period. Please read the booklet carefully so that you are aware of the examination procedures and regulations. A copy of the handbook is also available in the Exams 2021/2022 section of our school website. The school is required to ensure that the rules and regulations set out by the examination boards are followed therefore please read the documents which are attached in the back of this book. You will also find additional information on the Exams 2021/2022 section of the website which may be of assistance to students and parents during the examination season.

If you have any queries with regard to the examinations process please contact Mrs Gormley, Examinations Manager, on 020 8508 3419 ext 108 or Mr Cantwell, Deputy Headteacher responsible for examinations.

Secondly, **Year 11 study leave begins on Monday 23<sup>rd</sup> May**. It is absolutely essential that Year 11 continue to attend school up to and including Friday 20<sup>th</sup> May to ensure they complete courses of study for their forthcoming examinations. Students that go home after examinations will be sanctioned accordingly and will end Year 11 with formal emails regarding truancy on their permanent records. This is not something I want to happen but I must make clear the expectations of the school in advance.

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Once study leave begins, students may be invited to attend revision lessons, in person or online. Subject teachers will inform students directly when revision lessons are being offered in addition to specific details of this revision support. Students are reminded that they should arrive to all such lessons punctually and continue to conform to the school's high expectations regarding behaviour. For lessons attended physically in school, students must wear full school uniform.

Further to the above, students may find that they have an examination in the morning and then one in the afternoon. Students are more than welcome to make their own arrangements by studying off-site during this time. However, Mr Milne, Head of Year 11, will email all Year 11 students the day before with classrooms that will be available the next day for students to study in between the end of their morning examination and the beginning of their afternoon examination. There will be a classroom teacher on duty in each classroom available. Students will of course still take their lunchtime from 11:50 onwards with the rest of the school and may leave site as they are on study leave.

Revision must be one of the most individualised processes within academic life and students will know their own personal strengths and weaknesses. The important thing is that students match the type of revision they are doing with the context in which they, personally, are able to do their best. It is easy for students to feel overwhelmed. It is important that students appreciate the size of the task but it is also important to be realistic about what they can do in the time available. The best way to increase confidence and reduce anxiety is to be well prepared. The revision and exam period will inevitably involve stress. However, with few precious days it is very much about quality above quantity. This means that, whatever time students spend revising, they must ensure it is quality time, with full concentration and using the most appropriate revision methods. I would again just like to reiterate a few important points.

- Students should have the environment necessary for success. Students need a place to revise, which is quiet, calm and comfortable.
- Subjects have access to online learning platforms. These will in the main be very familiar to our students, particularly in the core subjects. Students may use such programs or applications designed for problem-solving or open-ended learning to support their work schedule.

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- Students should be regularly testing themselves at home to demonstrate a high level of success. Assist your child with past papers and exam questions so they become further familiar with exam format, question style and time pressures.
- Staying motivated can be one of the biggest obstacles to studying and revising. Students must set scheduled breaks alongside their study targets. Distractions should be removed where necessary.
- Students should make use of revision plans/wall planners and allocate more time to subjects and topics they are unsure about. Student plans need to be flexible to allow for some topics that may take longer than they expect.
- Students must make active use of their knowledge organisers for self-assessment. They provide a useful overview of some key elements of factual knowledge that students can refer to as a basis for self-quizzing.
- All past papers, mark schemes, specifications and examiner reports must be used as part of their revision. Students must pay particular attention to the criteria. There are always some great hints from the examiner in the reports.
- Students should be creating their own revision 'hit lists'. These are the topics that students need to focus on further.
- All students should use range of revision techniques such as mind maps, cue cards, visual reminders, loci, peg words (association with objects), acronyms (making up a word from initials of other words which need to be remembered), chunking (splitting facts into small groups), verbal memory recall and practice questions.

Thirdly, on Monday 27<sup>th</sup> June, Year 11 will have their Leaver's Assembly at 10:45am in the Ratcliffe Hall, Upper-Site. This will be a short assembly organised by Mr Milne, Head of Year 11, and the Year 11 School Council. Students will then have the opportunity to sign shirts and take photographs after in the Upper-

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Site playground. They will then be escorted off site by senior and pastoral staff before lunchtime starts at 11:50am for other year groups.

Fourthly, on Thursday 30<sup>th</sup> June Year 11 will have their Leaver's Mass in St Thomas of Canterbury Church at 10:30am. This will be followed by a Leaver's Brunch in the Ratcliffe Hall, Upper-Site, from 11:15 until 11:45. Students must attend this event in full school uniform as befitting to this occasion.

Finally, on Monday 11<sup>th</sup> July Year 11 will have their Prom at the Kings Oak Hotel in High Beach. Festivities will begin at 7:00pm and end at 11:00pm.

Further to the above, there has been a growing trend in society for Year 11 and 13 students to commit acts of vandalism at their school or disrupt the good order and reputation of their school by other means. I must be very clear that any student that is associated with such behaviour at Trinity Catholic High School will face the full weight of the School's Behaviour and Discipline policy. In addition to any appropriate sanctions, this could also include students being banned from end of year festivities including the Prom and, if necessary, references being altered accordingly. I want our Year 11 students to enjoy their leavers events but not at the cost of disruptions to any student's examinations or their learning, including their own. In addition, there is also a tradition for students to congregate after their final examination or after their Leavers Assembly in a local green space for a final farewell. In previous years, this has unfortunately resulted in some anti-social behaviour from a small minority of our students as well as activities that have led to students being collected by their parents from school or even taken to hospital by staff. We have organised a Prom for this final farewell. Moreover, the school will be liaising with Police Constable Donaghy, our Safer Schools Officer, as well as the Epping Forest Constabulary to ensure that the local green spaces are patrolled to move on any students who are attempting such a gathering.

Having said all the above, I know our Year 11 students will respond accordingly to all the above to ensure their GCSE examinations and leavers events reflect the high standards of both home and school and shared by them as a year group. I look forward to seeing them all at the Year 11 Prom where I know they will look and act in every way the wonderful young people they have become.

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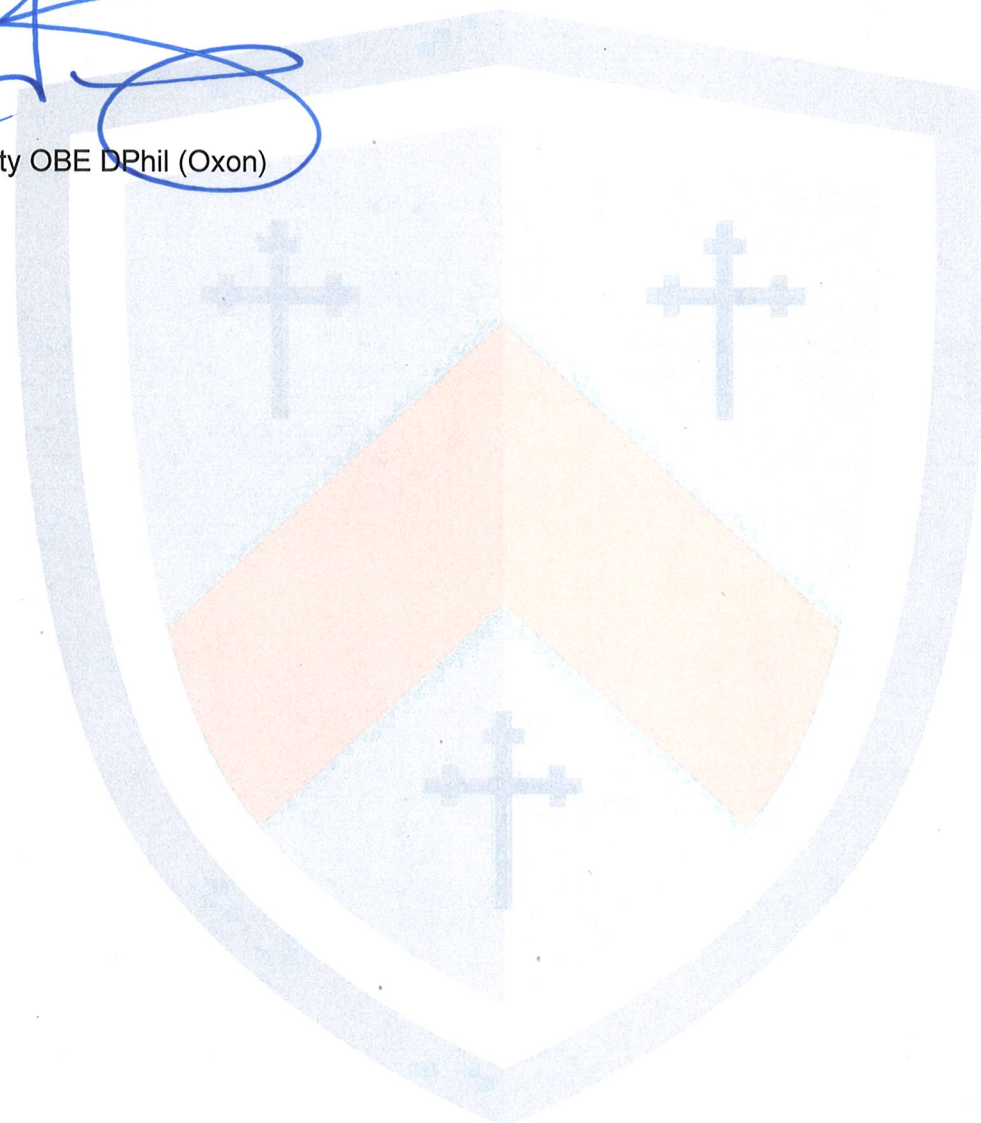
We wish each and every Year 11 student the very best in their forthcoming GCSE examinations.

God bless and with every good wish.

Yours sincerely,

Dr P C Doherty OBE DPhil (Oxon)

Headmaster



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