



3rd May 2013

Dear Parents/Carers,

As we approach Leavers' Day and the GCSE exams, I would like to inform you about some key activities that will affect your child over the next few weeks.

Tuesday 7th May

It is a tradition at St. Crispin's that students sign each other's shirts on the day before leavers' day. I would ask that the messages written are appropriate to a school environment.

Leavers Day, 8th May

As you will no doubt be aware, students are invited to attend school in fancy dress on this day. This has been a wonderful tradition of the school and is something all students take part in. I would ask that the outfits chosen are appropriate for school and ask that 'morph suits' (these are whole body suits that obscure the face) should not be worn. Students are always well behaved on this fun day and the highest standards of behaviour are expected. Students should arrive at school at the normal time and assemble in the main hall. They will have lessons 1 and 2 and then go to the main hall to celebrate their five years at St. Crispin's. This will finish at approximately 12 noon. As other year groups will be working to their usual timetable, Year 11 students will be asked to leave the school quickly and quietly and not return for the rest of the day.

Study Leave

Thorough preparation for each exam is essential. Lessons will continue to run all through the exam period and students are strongly advised to attend, although your child will have the option to revise at home. When in school, your child should either be in an exam or revising. If revising, they should go to the rooms as detailed in the 'Final Countdown' booklet that you will have received along with this letter. Students should be in full school uniform whenever they are on the school site.

As you will see in the booklet this year, 25-minute immersion sessions will be run before every exam. For morning exams, sessions will start at 8.30am and at 1pm for afternoon exams, unless otherwise stated. Subject staff will be available in these sessions to give a final, focused revision session, on key points of the exam. These have proven to be beneficial and students are strongly advised to attend them.

College Students

The final day that the coach will operate from school is Friday 24th May. It is hoped that all students have completed their courses by then but, if there is any further work to be done, the school minibus will provide transport to and from the college and it is expected that your child will attend until their course is completed.

Examinations

Students have now received their personal copy of their examination timetable. Please check this timetable for accuracy and ensure it is kept in a safe place. Mrs Franklin, the Exams Officer, should be notified immediately of any missing or incorrect entries.

Attendance and punctuality to exams is very important. If students are at risk of missing an exam, please notify the school as soon as possible. Should a student miss an exam for medical reasons, please notify the

school office as soon as possible and submit a doctor's note to the Exam Officer. Rules about conduct whilst in exams have already been given to the students and are displayed outside the exam halls.

Textbook Returns

Your child has already been given a pink Leavers' Card. A signature should be obtained from every subject to indicate that any text books issued have been returned. If there is no text book to be returned for a particular subject, the card will still be signed by the class teacher. Books should be returned on the day of the last exam for each subject. There is also a space to be signed by the library. You may be charged for any items not returned. Once the card is completed, it should be returned to either the tutor or me by Friday 27th June. In addition, the tutor will check your child's locker and collect in the locker key.

Uniform

Students are expected to be in full uniform when at school throughout the exam period. After this, please consider donating your child's blazer and/or school tie to the PTA second hand shop. Donations may be made via the school office. Donations will be gratefully received.

Sixth Form Induction Days

Please remember that the Sixth Form Induction Days are Thursday 4th and Friday 5th July. Students should meet at 8.30am in the main hall, wearing full school uniform.

Results Day

GCSE results day this year is Thursday 22nd August. Students may collect their results from the school between 9am and 11am. If you are collecting results on behalf of your child you will need to bring a letter to authorise this, signed by the student, along with proof of your identity. If your child wants their results to be posted, then an A4 envelope with 90p UK postage (or equivalent if posting overseas) should be handed in to the office by the end of this term.

Year Books

These will be available for collection on Results Day. If your child is unable to collect it on that day, they may be collected from me in September.

Finally

If you need any further information, please contact me via the school office or email.

It remains for me to say that I have enjoyed working with my year group over the last four years and I wish them every success for the forthcoming exams. I would also like to take this opportunity to thank you, the parents, for the support that you have given both your child and the school.

Yours faithfully,

Mrs V. Bunting-Palmer

Year 11 Director of Achievement and Wellbeing

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