

22 May 2018



Dear Parent/Carer

After the May half-term there are some important changes to your child's timetable, in order to provide further support for their examination preparation. We are therefore writing to provide you with information regarding support for your child at this important time, as well as arrangements for the summer examinations and other Year 11 events.

Timetable

Students have been issued with an exam revision session timetable advising of extra revision sessions, commencing after half term, which will take place prior to the scheduled exam. Students must sign in and out at reception every time they are in the Academy during the examination season and should continue to wear full academy uniform up to, and including, their final examination. I must emphasise that if a session is scheduled, attendance is compulsory.

Leaving Arrangements

After half term, if a student has completed a course, and has no timetabled lesson, revision session or examination, then they are free to sign out and go home. Students should only sign out and go home to revise if their timetable allows. They are not permitted to leave the Academy for short breaks.

Examinations

Please ensure that your child has the equipment they need for the examination. This should include two pens with black ink (this is an exam board requirement), pencil and a ruler. Students may require additional equipment such as calculators etc. for specific exams, and will be guided regarding this by their subject teachers.

It is essential that all electronic devices, including mobile phones and smart watches are not taken into the examination room. Ideally they should either be left at home or stored in lockers. However if neither of these options are possible, electronic devices can be handed in to the invigilator for safekeeping. Failure to do so may result in disqualification from the GCSE examination.

Please refer to your child's examination timetable regarding the timings for each of the examinations. Morning examinations commence at 9.00am and afternoon examinations at 1.30pm. Students must be particularly diligent in ensuring clarity regarding AM and PM examinations as these times are externally fixed and cannot be changed. Please note that all students need to be in their waiting area at least 15 minutes before the scheduled start of the exam.



Principal: Kieran Scanlon
Sir Robert Woodard Academy
Upper Boundstone Lane
Lancing
West Sussex
BN15 9QZ
Tel: 01903 767434
Fax: 01903 875570
Email: enquiries@srwa.woodard.co.uk
Web: www.srwa.woodard.co.uk

All seating arrangements for each exam are displayed on the Examinations Noticeboard in the Brunel Chapter. Students should check this noticeboard prior to every exam. Students have also been given a copy of examination regulations. Students must attend all examinations wearing full Academy uniform.

Results

Year 11 students will be able to collect their exam results on **Thursday 23 August** between 10.00am and 12.00noon from the Sports Hall. We would ask students to pick up their results in person. However, those students unable to do so, can send a signed letter of authority giving details of a named person to collect them on their behalf. Please note that any person picking up results on a student's behalf may be asked to provide Photo ID. Alternatively, either a stamped addressed envelope can be provided and the results will be posted, or the results can be sent to the student by email. Any students wishing for their results to be sent by email must arrange this by going to the Data Office. Staff will be on hand to discuss Post 16 options, should results not be as expected.

Examination certificates will be made available for collection from the Academy in November. Further details will be provided with the results.

We understand that this can be a difficult and stressful time for students and their families. We will continue to support Year 11's through a range of activities within the Academy in the weeks ahead. However, should you have any queries or concerns, please do not hesitate to contact your child's form tutor or Chapter Head.

If students would like to donate their blazer or tie, or other uniform items, to support the Academy's programme of recycling to benefit other students, they should take the items to their Chapter Office following their last examination.

Finally, we would like to take this opportunity to wish all Year 11 students every success in the remaining examinations.

Yours faithfully



Mr Simon Davies
Assistant Principal

Enc