



## **Pensby High School**

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Headteacher: Mr K Flanagan

4 May 2016

Dear Parent/Carer

### **Year 11 Leaving Day and Examination/Study Leave arrangements 2016**

I am writing to inform you of the arrangements for study leave for Year 11 students prior to the start of their examinations. Your son/daughter has already been issued with a guidance booklet about examinations and his/her examination timetable.

The week beginning Monday 16 May 2016 is when many subjects have their first written papers, however, examinations continue until the end of June and we want to ensure that students have the maximum time with their teachers. As a result this year, as in previous years, we will delay study leave and keep students with us in school for as long as possible.

**'Study leave'** does not commence until Monday 13 June 2016 and all students are expected in school following their normal timetable until this date. When students have started their study leave some subjects will provide additional revision sessions prior to written examinations – a programme of these sessions will be published on the school website before study leave commences.

As a school we believe that it is important that students in Year 11 are given an enjoyable and appropriate way in which to mark the 'end' of their Year 11.

**'Leaver's Day'** for Year 11 students will take place on 27 May 2016. This date was chosen due to its proximity to the half term break. Students and parents should be aware however that there is an important English Literature exam in the morning of the 27 May 2016.

During the course of the 'Leavers Day' students are going to follow a programme of activities that lasts for the majority of the day. Again I must reiterate that there is an important English Literature examination on the morning of this date and the other activities will follow this examination.

I believe that our students in Year 11 are mature enough to focus fully on their English Literature examination and then enjoy the rest of the leavers' day activities. Activities during this day following the English Literature examination will include a 'Leaver's Assembly', recreational activities and a barbecue for the year group. Our intention is that students will have a highly enjoyable day that provides a fitting way to mark them 'finishing' Year 11.

In order that the 'Leaver's Day' is as successful as possible I would ask that the following points are noted:

- (i) Uniform and equipment - students must wear full school uniform on this day as they have a GCSE examination and must have the equipment required.
- (ii) Once the examination has been completed students will be given the opportunity to change into casual clothes appropriate to the activities taking place. I will explain clearly to all students, through assembly time, what is acceptable in terms of dress and behaviour for this day. Students will need clothing suitable for physical activity during the course of the day.
- (iii) If your son / daughter wishes to bring a shirt for friends to sign then please could this be brought in their bag as such items should not be worn during the day.
- (iv) The 'Leavers Day' is meant to be an enjoyable and appropriate way for the students to mark the 'end' of Year 11. The overwhelming majority of students in Year 11 have behaved in a manner that brings credit to both themselves and their family during the course of the academic year. These expectations continue into the Year 11 Leavers Day. In the unlikely event that any student fails to adhere to the standards required at the school then they will be sent home. We will contact parents/carers and ask for that individual to be collected from school by parents. However, I have to say again that I have every confidence in our students conducting themselves in an exemplary manner.

In the weeks leading up to the commencement of 'study leave' your son/daughter will have his/her normal timetabled lessons (unless he/she is in an examination) and he/she must attend all timetabled lessons. This includes morning form registration. Even if he/she has had an examination in that subject he/she will need to attend the lesson and use it as supervised revision time. All students must have revision materials for a range of subjects with them so they can make maximum use of the time available.

From the commencement of study leave students will be expected in school if:

- (i) They have an examination
- (ii) Their lessons are continuing in the run up to the examination
- (iii) A member of staff has an additional revision session or lesson arranged (the subject staff will inform students of these arrangements on an individual basis and / or via the school website).

Sometimes during the examination period, once study leave has commenced, students have a morning and afternoon examination and may find it difficult to get home between the exams. The school will provide a staffed study venue and students must use this area. In order that the rest of the school's learning is not impacted upon students must not simply go onto the field, into the library or sit in the yard as this is distracting to other year groups and detrimental to the running of the rest of school. The venue will be the school library and this will operate from the commencement of study leave on Monday 13 June 2016. From the commencement of study leave there will be no morning registration period and all students must sign in and out of the building.

As a reminder, students must be in full school uniform for examinations and have all the necessary equipment. Mobile phones and other electronic devices must not be brought into any examination venue (even if they are turned off).

All school textbooks and loaned materials must be returned to school after your son /daughter has completed their examinations. Any materials not returned will unfortunately have to be charged for.

The publication of GCSE results is on Thursday 25 August. They will be available for students in the Sixth Form Centre from 9am on that morning. A stamped self-addressed envelope can be handed into the Examinations Office for results to be posted out. Phone call or email/fax requests for results cannot be responded to as the switch board will not be manned. If you wish to collect results on behalf of your son or daughter please ensure you bring some ID with you along with their written consent.

All students who wish to enrol officially into Pensby Sixth Form, regardless of any previous application, will need to do so on Thursday 25 August and Friday 26 August between 9am – 12 midday. Members of Sixth Form staff will be available to assist with the completion of the necessary paperwork and to offer advice and guidance about course selection. A copy of the latest Year 12 option pattern is attached. Any queries should be referred to Mrs H Wimpress Director of Sixth Form or Mr Prescott Head of Sixth Form.

Finally, I would like to take this opportunity to wish all our students the very best of luck for the forthcoming examinations.

Thank you for your continued support of the school.

Yours sincerely

Mr K Flanagan  
Headteacher