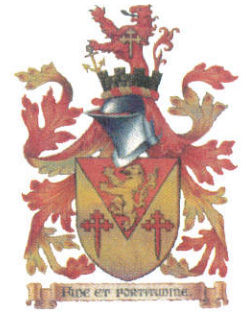


WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



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27 April 2018

Dear Parent

As the GCSE examination period approaches, we will be holding an end of year celebration for Year 11 immediately prior to them starting Study Leave.

Last Teaching Day and End of Year celebration – Thursday 10 May 2018

We would like to invite your daughter to join us for a Lunch Party. This will take place in the Sports Hall at 1.10 p.m., and will be an opportunity for her to enjoy time with her peers and teachers.

It is expected that students will wear uniform for the morning. If they wish, they may decorate their blouse in a non-offensive manner. Students will have the opportunity to change ready for their celebrations at 1.10 p.m., and will be advised which rooms have been allocated for this in due course. Please ensure that students are aware that they must be appropriately dressed for a lunch function, e.g. no denim, shorts, low-cut tops, shoestrings etc. and sensible shoes. Students will need to leave their uniform and any valuables in their lockers.

Study Leave

Study Leave will begin at 3.30pm on Thursday, 10 May 2018, on the proviso that parents undertake to monitor their daughter's revision off site.

Revision Opportunities

Once the students have begun Study Leave it will still be possible for them to come to school for pre-arranged meetings with teachers, and some may benefit from the opportunity to revise on the school premises. Year 11 students are welcome to do this. They should be in uniform and will need to sign on arrival on the sheets by the registers and sign out when they leave. The signing in sheet will provide details of Study Rooms available each day.

Examination Arrangements

Please see the attached sheet giving detailed instructions on examination arrangements. It is essential that these arrangements are adhered to, and in particular if a student is going to be late or miss any examination for any reason it is imperative that the school receives a telephone call as soon as possible and that the procedures on the attached document are followed.

Book Return

I would also like to take this opportunity to advise you of the arrangements for Book Return this year. During the course of her GCSE studies your daughter has been lent textbooks and papers by the school to help her in her learning. The procedure for handing in these books etc. will be as follows:

FOR ENGLISH ONLY: On the day of her **English Literature exam** your daughter should bring all the textbooks she has borrowed to school and on her way into the examination room the books will be quickly collected from her and their return recorded by a member of the English Department.

FOR ALL OTHER SUBJECTS: Book Return Morning will take place on **Friday 29 June 2018** in **Hylands**.

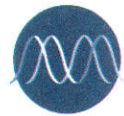
Your daughter should attend school between 10.10 a.m. to 12.10 p.m. to hand in **all** her text books and other materials to members of staff from each department.

Contd/.....

SEAT



Science



Engineering



THE DIANA AWARD



International
School Award
2011-2014



Healthy School



"Supporting Excellence in Education"



school
achievement award



2014
SPEAKER'S SCHOOLS
COUNCIL AWARDS

Pupils will be registered as they arrive in school and will be given a Book Return form to complete and return as they leave the building.

We will notify you of any books or papers, which she fails to return and we will, unfortunately, have to invoice you for the costs of these books if they have been lost.

If your daughter is unable to attend Book Return Morning please contact Mrs Joscelyne, Year 9-11 Pastoral Support Co-ordinator, to inform us as to the reason, so that we can arrange for her to return her books at another time. At **no time** should your daughter leave any books or papers in a department office without a member of staff signing off her books.

Last Official School Day

For your information the DfE has determined the last official day in school for Year 11 students is the last Friday in June. This year that falls on Friday, 29 June 2018. We appreciate that many students will have completed their GCSE's before this date, and are not expecting them to attend school once their exams are completed.

Sixth Form Induction

Those girls who will be returning to WHSG to join our Sixth Form will be required to attend the Year 12 two day Induction event at the school on 2 and 3 July (details previously sent out in Mr Hayton's letter to you in March).


Last Day Behaviour

Finally, I must also let you know that we do not allow pupils to take part in a 'muck-up' day. This type of activity has no place in their educational lives and we will not allow any pupil to undertake anything which causes school resources to be wasted, causes others to be mocked, that is dangerous, that brings the school into disrepute or is illegal. Should such activities take place those involved will be dealt with in the severest manner, which may include immediate removal from school. It may even be necessary for the whole Year Group to be dismissed from school on a day prior to 10 May 2018. Should this occur, you will be notified through the SchoolComms messaging system. We are very hopeful that we shall not have to resort to such measures and ask for your support to ensure this is not necessary so that every Year 11 girl can enjoy her last few days with us before starting her GCSE examinations.

This has been a hardworking Year Group, and with continued effort during their Study Leave we very much hope to be sharing some pleasing results with them later this summer.

I wish your daughter every success as she sits her GCSE examinations at the end of five years of hard study.

Yours sincerely



Dr Paul Hayman
Headteacher

Examination Assembly – Key Rules

I am now going to remind you about key rules and your behaviour during the examination period:

- Make sure you remember your equipment
- No bags, coats or blazers
- No mobile phones (this includes 'i-watches' and 'fitbits')
- Bottles of water are allowed, (clear plastic with no label)
- Clear plastic pencil cases are allowed
- No talking once you enter the exam room, (raise your hand to speak to an Invigilator)

BAG & BLAZER STORAGE

Use your lockers – these should still be lockable.

If you are unable to secure your locker with a padlock, then valuables (phones/watches/purses only) can be dropped off in a box in Mrs Joscelyne's office.

KNOW WHERE YOUR EXAM IS TAKING PLACE!

You will get an exam timetable; it states the date, time and venue and the seat number for the exam.

Copy this onto your phone and put the original up at home somewhere where you and your parents can see it!

GO TO THE RIGHT VENUE!

For each exam there will be a seating plan outside the venue.

You need to know your Candidate Number.

Rooms are always laid out the same way – in a 'snake' formation; you should easily find where to sit.

START TIMES

You should arrive at the venue 10 minutes before the start of the exam.

LATENESS or ABSENCE

Whatever the reason, phone in as a matter of urgency.

If you are unwell whilst sitting your exam, and this has been made evident to the invigilators, the school will apply for Special Consideration.

If you are unwell on the day of an exam and unable to attend school, our best advice is to see your GP and if possible obtain a medical letter. With the information your parents supply, along with the medical letter, if provided, the school will apply for Special Consideration.

In both cases, parents/guardians **MUST** complete and return a form (**FORM 14**) to the school, which is available from either the school's website or JCQ website.

NOISE

One of our biggest problems is trying to control the noise.

On arriving for an exam you should line up outside the room where it is taking place.

If the exam is in the hall you will access it via the front door. You should line up in front of the hall and then down the adjacent corridor.

If your noise is too much we will make you line up outside.

Students often forget that when they are leaving an exam there may be **someone with extra time or an exam clash who will still be working and is entitled to carry on without disturbance.**

So, at the end of your exam, please leave quickly and quietly as instructed through the main door and reenter the building by room 6, whilst still being quiet.

EXAMS ARE NOT JUST IN THE HALL AND CONFERENCE CENTRE!

Besides the hall and the conference centre we are also using a few other rooms (mainly WF4 and WF5), plus WL2. We will be blocking off adjacent corridors.

COMING INTO SCHOOL BUT NOT FOR AN EXAM

If you come into school and want to see a teacher (which you should pre-arrange) or if you want to go somewhere to revise you need to sign in and then sign out when you leave – a signing in folder will be located next to the registers. Two study rooms will be assigned for you to use during the exam period. Notification of these rooms will be placed in the signing in/out folder.

ACCESS TO COFFEE SHOP

During the exam period, Year 11 may have access to the Coffee Shop before and after any examinations - though a large cup of coffee just before a 2 hour exam may be unwise!