



May 2017

Dear Parent/Carer and Year 11 Students

## **RE: Important Dates for Year 11**

I would like to take this opportunity to remind Year 11 Students and parents/carers of some important dates.

Year 11 Students will begin Exam Leave on **Friday, 26 May 2017**. On this day Year 11's will have an assembly to celebrate their time and achievements at SWR. Following this assembly, students will leave school site to start their exam leave. However from Monday 5<sup>th</sup> June (after half term), students are required to still attend classes for the courses they have not yet completed, whether that is a BTEC submission or a GCSE exam.

From Monday 5<sup>th</sup> June 2017 all Year 11 students who attend school for lessons or revision sessions must register when they arrive in school and when they leave; to do this they must sign in in the book outside the student reception and they must sign out before they leave. Students taking examinations will be registered in the exam room and do not have to observe this procedure.

Students who have not yet completed their BTEC coursework must attend every lesson until it is completed. The final date for the submission of BTEC coursework is 9 June 2017. However, please be aware that in some subjects earlier deadlines might be in place; students have been informed of this.

To aid the Year 11's in this very important time I have included a GCSE Care Pack in this envelope. In this pack are things including; recipes for nutritious meals to increase concentration, recipes for smoothies to make sure students are getting the right brain boosting foods, top tips to help with exams, stress buster ideas and much more! I hope you find this useful to help support your son/daughter through this stressful but exciting time. I have included in this pack a timetable of extra revision sessions up until half term that will run during the school day and prior to any examinations. Please make sure your son/daughter takes note of these.

I must reiterate the importance of all students wearing full school uniform whenever they are on school site whether they are in a revision session or an examination. Students are expected to arrive to all of their examinations 10 minutes early to ensure they have plenty of time to be seated, they are expected to be fully equipped for the exam (some equipment may be provided but cannot be guaranteed). Students are not allowed notes of any description on their person, or written on their person and they are not allowed to have their mobile phones on their person during the examination. If a student is caught breaking the rules of the exam then they can be banned from that exam and any other examinations that are using the same exam board. May I also remind you that all students' mobiles must be switched off during the exam, as a phone going off or vibrating is a violation of the exam rules.

## **Post Examination Information**

On Friday, 30 June 2017 the Year 11 Prom will take place at Wycombe Town Hall. This will be an excellent occasion to celebrate your son/daughters time here at Sir William Ramsay School.

GCSE results will be available in the main Foyer in A8 on Thursday, 24<sup>th</sup> August 2017, from 9.30 am. All students need to collect their results, or inform the school if they are not available on this date, so that alternative provision can be made. If students wish to have the results posted to them at home, then they will need to inform the school and provide the school's Examinations Officer with a stamped addressed envelope.

I wish all Year 11 students the best of luck over the next few weeks. If you have any queries then please contact me at the school.

Yours sincerely

**Miss G Roser**  
**Year 11 Academic Leader**