

5 May 2023



Vyners School
Striving for Excellence

Dear Parent and Carers of Year 11

Subject: Exam Regulations and Logistics, Results Day and Sixth Form

I hope you are all keeping well. Thank you for everything that you have been doing to support students in what is traditionally an extremely challenging and stressful time, especially as we build up to the GCSE exam period (Monday 15th May - Wednesday 21st June).

I wanted to share a final email with you in regards to exam protocols as there have been some minor updates to the information that was sent by myself previously. I shared this information with students on Friday 28th April during assembly. Some of the key messages are below:

- No phones, smart watches or technology of any form is allowed in the exam venue. Failure to comply with this could result in disqualification from exams.
- Students need to have a transparent pencil case.
- Students must have the equipment required as it will not be given out on the day (calculators tend to be the biggest issue)
- Water bottles must not have any labels.
- Students must come to all exams in full school uniform.

There are other protocols included in the PowerPoint (shared last Friday) that students must follow, however the ones mentioned above tend to be the issues faced by exam invigilators every year. All students have been given their individual exam timetable so they should have a clear understanding of when their exam is taking place. If they have lost this, they must see the exams officer in Room 047 to obtain a new timetable.

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Mr Gary Mullings BA (Hons)
Headteacher



Exam Time & Location

Please find below a list of all Year 11 exams taking place during the exam period. All **AM** exams will start at **09:00** with students expected to be in their seats by **08:50**. All **PM** exams will start at **13:00** with students expected to be in their seats by **12:50**. We will be registering students in the courts at **08:30 for AM exams** and **12:30 for PM exams**. Once registered, they will be given a 10 minute window where they can compose themselves and make their way into the exam room. All students must be registered in the courts regardless of the location of their exam - those that need to go to the LRC or specific rooms will be told to go once registered. If it is raining, we will be registering students in the Main Hall as a contingency plan. Each student has a specific seat for their exam that has been shared with them already. If they forget on the day, there will be numerous notice boards with seating plans that they can check before they go in.

Storing Belongings

Year 11 students will be leaving anything they do not need for their exams (including phones) in the old conference room (just off the main hall). These will be opened at **08:15 for AM exams** and closed at **08:50**. Once the doors are closed, they will not be opened again until **Break 1**. For PM exams, the old conference room will be opened at **12:15** and closed at **12:50**. They will then be reopened at **15:00** for students to get their belongings.

Absence Line

If your child is absent due to illness, please contact **Mrs Boxall on ext. 4202 from 7:30am**. Do not ring the usual attendance officer.

As mentioned above, the exam period for Year 11 will begin on Monday 15th May however students will be expected to attend school as normal until **Friday 26th May (official last day)**. The rationale behind this is to help students with teacher support during the first couple of weeks of their exams and to help them settle into the exam process. Students will sit their exams and will then return to lessons where they will be revising under teacher guidance. Teachers often use this time to go through revision techniques and last minute preparation for exams etc. After the May half term, students will no longer be attending lessons and will only come into school to sit their exams (they must still come in for exams in full school uniform).

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Regarding Sixth Form

Key Dates:

Thursday 6th July : Sixth Form Induction Day in school.

Thursday 24th August: Sixth Form Enrolment (details to follow)

Friday 25th August 10.00 - 12.00pm: Sixth Form Enrolment / queries by appointment only

Tuesday 5th September: First day of school for Y12 students.

Arrangements for GCSE Results Day and Sixth Form Enrolment

As you are most probably aware, the results day for GCSEs and Level 2 vocational qualifications will be on **Thursday 24th August 2023**. We wanted to write to you to outline the arrangements that we have put in place for this day with regard to the issuing of exam results and supporting students in their next steps.

Results

We will email results to each student via their Vyners school email account at **8:30am on 24th August**; this is the earliest time we are legally able to release the grades. We hope this enables all students to have the information that they need to make decisions about their future choices.

On receipt of their results, students can request a call back to discuss their results via a Google form which will be linked to the results email. A link to the marking review and resit documentation will also be in the results email.

Certificates

Students will be able to collect a print out of their results from the school hall between **11.00am and 12.00pm on results day**. This will be an opportunity for them to see teachers and celebrate with each other. Certificates will be sent to the school in the Autumn term. Please pay via sQuid to ensure that these can be posted out when they are delivered to school. Alternatively, students can come to collect and sign for their certificates from reception in the last two weeks of term in December 2023. If students wish someone to collect these documents on their behalf, they should bring a signed letter nominating the person who is collecting them, whether a parent or another student. A reminder that these are formal documents and should be kept in a safe place, as future employers may request to see them. Replacements are expensive to order from the exam boards. Please ensure the school office is informed of any changes to contact addresses.

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Sixth Form Induction Day

This event will take place in school on **Thursday 6th July 2023** for all students who have applied to Vyners Sixth Form. During the day, students will attend informative sessions in the subjects they have chosen on their Sixth Form application and will take part in various workshops. Transition activities will also be issued on this day, along with summer reading and textbook information. Further information and a reminder about this day will follow nearer the time. If you are unable to attend this day, relevant information will be posted on the school website the next day.

For those that have applied to sixth form, offer emails will be sent next week. If at this point, you are looking to change your subjects, this will be discussed with you on Results Day. Nothing is finalized until this day.

Many thanks for your continued support and please do not hesitate to contact me if you have any questions.

Best wishes,

Yours sincerely



Ms Hockley
Year 11 Leader

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