

## YEAR 12 CHECK LIST 2018

School finishes for Year 12 on Thursday 10 May. Full attendance is expected up to that time. Absences for reasons other than illness will be considered unauthorised.

### **A THINGS TO DO BEFORE 10 MAY**

(i) Return library books

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(ii) Transfer books and belongings from your locker to home.

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(iii) Check carefully the time and place of examinations.

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### **B THINGS TO DO ON 10 MAY**

(i) Attend a meeting with Mr Spence and Mrs Sinnerton in the Assembly Hall at 10:40am. Come promptly please.

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### **C THINGS TO DO AFTER EACH EXAMINATION**

(i) Collect any books, notes, pens etc from examination centre.

(ii) Check the doors of Assembly Hall for notices.

(iii) Return text books to Heads of Department or Class teachers.

### **D THINGS TO DO IF/WHEN YOU HAVE LEFT SCHOOL**

(i) If you are applying for a job or further education course and require a school reference you should include the Headmaster's name, and school address, on your application from BUT at the same time write to him or telephone saying:

(a) what you are doing at that time

(b) what you are applying for

(c) why you are applying for it

(d) any particular points you would like mentioned in your favour

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(ii) Notify the school of your eventual choice of college or course, or direct employment destination.

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(iii) Arrange for the collection of your GCSE certificate

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### **E GCSE RESULTS**

Results will be available for collection in school on Thursday 23 AUGUST 2018 from 9-11am.

Complete and return a form about your future plans. (It will be in with your results).

Any proposed changes to AS level choices can be discussed with Staff on Friday 24 AUGUST 9.00 – 12.00pm, in the School Library.

## EXAMINATION ARRANGEMENTS

- 1 Arrive on time. Morning session starts at 9.15am; afternoon session starts at 1.30pm.
- 2 If unable to attend, notify the school immediately (Telephone 91475340). **If ill, you will require a medical certificate.**
- 3 If late, first check with Reception before going into examination room.
- 4 During the examination: do not disturb others  
if in distress, call the superintendent immediately  
do not leave the examination early
- 5 After the examination: exit quietly - do not disturb others.
- 6 Correct school uniform must be worn at ALL examinations. General school rules on appearance still apply during the exams.
- 7 Mobile phones are not permitted in the examination hall.