

# Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



April 2018

Dear Parent/Guardian

The last Year 12 timetabled school day will be on Thursday 10 May which will be a half day finishing at noon. A check list covering school based procedures for the end of Year 12 is attached and your child has received detailed regulations regarding the examinations. These will also be emailed home to you. I should like to draw your attention to the following important points:

**Study leave arrangements** – apart from a small number of pupils who underachieved significantly in their mock examinations and will shortly receive notification from the School, Year 12 pupils are not required to attend School when they do not have an examination, and may leave School between a morning and afternoon exam.

Check the dates and times of exams very carefully and keep on checking during the period of the exams. Arrive 15 minutes before the session begins. Morning sessions start at 9.15 am, afternoon sessions begin at 1.30 pm.

If ill on the morning of an exam, please contact the School as soon as possible. A Medical Certificate will be required. **Please inform me if anything arises, or has arisen, which may require a special consideration application to be made on behalf of your child.**

GCSE Results will be available for collection from School on Thursday 23 August between 9.00 am and 11.00 am. Complete and return the form about future plans which is included with the results. A minimum of 12 GCSE points, with a C as one point through to an A\* at four points, including passes in English Language and Mathematics, together with a good attendance and behavior record, are required if a pupil wishes to return to school. Any proposed changes to AS Level choices can be discussed with Staff on Friday 24 August 9.00 am – 12 noon.

Please note also that although Thursday 10 May marks an end to the full timetable for Year 12 pupils, it is possible that some of your child's teachers will continue to use the timetabled periods for their subject in order to finalise preparations for examinations and deliver revision classes. If this happens for any of your child's subjects, they should view them as normal lessons, and will be expected to attend. Pupils coming into School whether for examinations, to attend revision sessions or if they are coming in to speak to a member of staff, should ensure they wear full school uniform. Normal uniform rules apply throughout the examination period, especially with regards to piercings, make up and nail polish.

May I take the opportunity to thank you for the support you have given to your child, and the School, over the last five years. I wish your child every success in the forthcoming examinations. Please contact me if you have any queries or concerns.

Yours sincerely

Richard Spence  
Head of Middle School

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Please complete and return this slip by Friday 27 April

PUPIL'S NAME \_\_\_\_\_ YEAR 12 \_\_\_\_\_

I/We acknowledge receipt of the above examination information letter.

Signature \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_