

## YEAR 12 CHECK LIST 2019

School finishes for Year 12 on Thursday 9 May. Full attendance is expected up to that time. Absences for reasons other than illness will be considered unauthorised.

### A THINGS TO DO BEFORE 9 MAY

- (i) Return library books
- (ii) Transfer books and belongings from your locker to home.
- (iii) Check carefully the time and place of examinations.

### B THINGS TO DO ON 9 MAY

- (i) Attend a meeting with Mr Spence and Mrs Lewis in the Assembly Hall at 10:30am. Come promptly please.

### 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
- (ii) Notify the school of your eventual choice of college or course, or direct employment destination.
- (iii) Arrange for the collection of your GCSE certificate

### E GCSE RESULTS

Results will be available for collection in school on Thursday 22 AUGUST 2019 from 9-10.30am. 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 23 AUGUST 9.00 – 12.00am, 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.