



June 2019

Year 11 Special arrangements during exam period

Dear Parent/Guardian,

I would like to clarify that special arrangements have been put into place for Year 11 during the busy examination period. As you are aware, we no longer give 'study leave' to students and indeed research suggests that study leave is detrimental to performance.

Therefore, with immediate effect, we would like to introduce a special exam timetable, whereby students only attend lessons in the subjects in which they have not yet been examined.

As a result, students no longer need to attend PE (Core), RPS or any subject in which they have sat ALL their examinations.

This will leave times when students may have the opportunity to study at home or study in the study rooms. I strongly advise all students to use this time wisely and ensure that they access resources on the revision website etc.

Students will be registered in lessons. It is compulsory to attend all lessons up until their examinations in that subject. At all times, students must be either in an exam, in a supervised classroom or studying off site. Following students' final examination, they will not be expected to attend College until Leavers' Day on Thursday 20th June 2019.

If your son/daughter is unwell during the exam period, they must still come to school to sit their exam as we can make changes to accommodate them feeling more comfortable, even seat them in a separate venue on their own if very unwell. We could then apply for special consideration with the exam board due to their illness. Only in circumstances where a student is unable to get to school (i.e. have been hospitalised) do we not expect them to come in and we require evidence in the form of a doctor's note.

Leavers Assembly

The Leavers' Assembly will be a celebration of the students' time at Wyvern and reflect on their years at Wyvern and to deliver any goodbye wishes to staff. It will also be the last chance for students to spend some time with their tutor and their tutor group before they leave, which I know is time that tutors and tutees greatly value.

Leavers assembly will take place on **Thursday 20th June 2019**, and Wyvern has also set aside this morning for the return of books, equipment and locker keys. We will be collecting locker keys on leavers day, however they can be handed in to the Finance Office as soon as they are no longer required. Please advise us if your child is sharing with a younger sibling.

In order to 'leave', students must have completed a leavers' form. The leavers' forms will be issued on the leavers day by the Tutor. Students must return **all** text books, library books, equipment and resources and pay for any that may have been lost. Staff will be in their departments to receive these resources.

If students do not complete the leavers' form, they will not be able to collect their examination results.

Students will **not** be expected to wear uniform on Leavers day. Any items of uniform that students wish to donate will be gratefully received, and should be handed into Reception.

Students can request a refund of any cashless catering balances or transfer them to a sibling when they no longer want to use the kitchen. Refunds can be collected from the Finance Office within 3 days of any request. Requests can also be made at the kitchen window between 8:00 am and 9:00 am. Transfer of balances may not happen immediately We would recommend students use up any remaining catering balances. Any balances under £5.00 remaining after leavers day will be transferred to the year group charity.

Programme Leavers' Day Thursday 20th June 2019.

8.25 – 8.40 a.m.	Tutor Time
8.40 – 9.40 a.m.	Leavers' Assembly in the Hall (leave bags in tutor bases please)
9.40 – 10.30 a.m.	Books and equipment returned to teachers around school
10.30 a.m.	Return to the Hall, hand in leavers' form and leave site
6.00 p.m. – 11 p.m.	Prom at Botleigh Grange Hotel

Exam results day – Thursday 22nd August 2019

Results can be collected from Wyvern Windows between 10.00 a.m. and 11.00 am on Thursday 22nd August 2019.

The options regarding the collection of results are as follows:

- Students can nominate someone to collect their results on exam results day. In order to take up this option your son/daughter should write a letter addressed to Mrs Hogan in the Exams Office at Wyvern, and include the name of the person nominated to collect the results; this should be with Mrs Hogan no later than Thursday 20th June 2019. On exam results day the person collecting the results should present themselves to staff in Wyvern Windows and provide evidence of their identity i.e., driving licence, in order that we can release the results.
- Any results not collected on the day will be posted first class to your home address therefore it is important to ensure that Wyvern College have your most up-to-date address.
- Unfortunately, we are unable to email exam results to students or give out results over the telephone or via email.

GCSE Certificates

GCSE Certificates and Coursework will be available for collection on Thursday 14th November 2019 from 3 p.m. until 7p.m. in Wyvern Windows.

Your coursework will only be made available to collect if you sign the permission slip overleaf and return it to Mrs S Hogan in the Exams Office by Thursday 20th June 2019.

You have the option for your GCSE Certificates to be posted recorded delivery to your home address on Thursday 14th November 2019. The cost for this is £2.50; payment can be made via the school's on-line payment system but must be paid by Thursday 20th June 2019.

If you have any queries relating to your results or certificate collection email examsoffice@wyvern.hants.sch.uk

We look forward to everyone enjoying this day. If you have any questions regarding Leavers' Day, please feel free to contact me.

Yours sincerely,

S. Lines



Mr S Lines
Pastoral Leader for Year 11

Mr S Stocks
Deputy Head

Please return slip to Mrs Strand in the Pastoral office or the Year 11 letterbox

Student's Name: _____

Tutor Group: _____

I acknowledge receipt of your letter dated June 2019.

Please either return this slip if you wish your son/daughter to stay in school when not in lessons, for which the exams have not yet been completed.

Or

If you would prefer, please e-mail s.lines@wyvern.hants.sch.uk

Signed (parent/guardian): _____ Date: _____

Please return this slip to Mrs S Hogan, Exams Office by Thursday 20th June 2019.

GCSE CERTIFICATES & COURSEWORK

Student's name: _____ Tutor Group: _____

I wish to collect my GCSE Certificates and Coursework detailed below on Thursday 14th November 2019.

I would also like to request my Design & Technology Coursework

D&T Teacher _____

I would also like to request my Art Coursework

Art Teacher _____

(Student's Signature) _____ Date _____