

April 2010

Dear Parent/Guardian

Arrangements for Year 10 during the Examination Period

Monday 24th May – Friday 28th May

With the recent changes to the GCSE procedures, your daughter will be sitting external modules in some of her subjects. She will have received a personal copy of her timetable for these examinations.

To assess her ongoing progress in subjects that are not being externally assessed in this session, she will take an internal school examination. The school procedures for the week are outlined in this letter.

On the days when they have an afternoon free of examinations, girls in Year 10 may go home to revise during the examination period.

An exception to this is on Friday 28th May, when girls who take Classical Civilisation will be allowed home study leave prior to their external module in the afternoon. Non classicists are welcome to come to school for organised study sessions in Biology/Geography. They will then break up for half term @ 11.50am.

It is advised that, where possible, girls take study leave, as this will replicate the situation during the GCSE examination period next year and it is beneficial for girls to practise organising their own revision schedule. If girls do not wish to take study leave, they should note that they will be expected to revise under examination conditions.

If you agree that your daughter may stay at home and are confident that she will indeed spend a proper and sensible amount of time working, please will you sign, complete and return the form below. If, on the other hand, you would prefer her to work in school please indicate similarly. It will be assumed that girls will have lunch in school only when they have morning and afternoon examinations. If they require lunch when having only one examination in the day, they must inform Mrs A Wadsworth. **Please note – pupils will not be allowed to leave school to buy food from local shops.**

I should stress that if any girl abuses this concession and fails to attend punctually as required, she will not be allowed any extra time to complete the examination and may forfeit the privilege of study leave.

PLEASE NOTE THAT STUDY LEAVE IS REGISTERED AS AN AUTHORISED ABSENCE FROM SCHOOL.

Yours sincerely

Mrs L A Robinson
Headmistress

Please return to your daughter's Form Tutor by **Friday 23rd April**

Year 10 Internal Examinations Attendance Summer 2010

Daughter's Name Form

Please delete as appropriate:

- a) I agree that my daughter may stay at home to revise.
- b) I prefer my daughter to come to school to work.
- c) My daughter will/will not attend the study session on Friday 28th May

Signature Parent/Guardian

Name (Block letters please) Date

Please indicate when your daughter will be in school for an Examination, √, or at Home, O studying.

Monday		Tuesday		Wednesday		Thursday		Friday	
24 th May		25 th May		26 th May		27 th May		28 th May	
am	pm	am	pm	am	pm	am	pm	am	pm
√									Classics Module

Please indicate by ticking

the days on which your daughter will require lunch in school:

Monday	Tuesday	Wednesday	Thursday	Friday