

May 2010

Dear Parent/Guardian

Arrangements for Year 10 during the External Examination Period

Friday 21st May – Thursday 24th June

You will recall that I wrote to you recently to outline school procedures during the internal examination period. This letter highlights the procedures and dates for **EXTERNAL** examinations for Year 10.

When they have an external examination module, girls in Year 10 may revise at home, should they wish to, for the **half session prior to an examination** (i.e. if they have an examination in the morning, they may take the previous afternoon off to revise or if they have an examination in the afternoon, they may take the morning session off to revise). Alternatively, if girls do not wish to take study leave at home, they will be allowed to revise in school if they wish to, but they should note that they will be expected to revise under examination conditions.

You should be aware, however, that, unless the whole year group is preparing for an examination, all timetabled lessons will continue to be taught during this time and thus, if **NAME** chooses to have time off to prepare for an examination, she will miss the teaching offered during that morning or afternoon session. Pupils should note that they are required to return to lessons as soon as each examination has finished.

If you agree that **NAME** 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.

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 Monday, 17th May

Year 10 External Examinations Attendance Summer 2010

Daughter's Name Form

Please delete as appropriate:

- a) I agree that my daughter may stay at / return home to revise in the session preceding an examination
- b) I prefer my daughter to come to / remain at school to revise under examination conditions

Signature Parent/Guardian

Name (Block letters please) Date

Please tick those examination modules which your daughter is taking and indicate how she will spend the preceding session. If she is revising at home, please put O, or if she is revising in school, please put S. Please leave blank any modules which do not apply to your daughter.

Friday 21 st May am	Session before PE	
Friday 21 st May pm	PE module	
Friday 28 th May am	Session before Classics	
Friday 28 th May pm	Classics module	
Wednesday 9 th June am	Session before Biology	
Wednesday 9 th June pm	Biology module	
Tuesday 15 th June pm	Session before Chemistry	
Wednesday 16 th June am	Chemistry module	
Wednesday 16 th June pm	Session before Latin	
Thursday 17 th June am	Latin module	
Thursday 17 th June am	Session before Geography	
Thursday 17 th June pm	Geography module	
Thursday 17 th June pm	Session before Astronomy	
Friday 18 th June am	Astronomy module	
Monday 21 st June pm	Session before Drama	
Tuesday 22 nd June am	Drama module	
Thursday 24 th June am	Session before Physics	
Thursday 24 th June pm	Physics module	