



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

March 2018

Dear Parent(s)/Guardian(s),

Arrangements for Year 11 Exam Leave and thereafter

1. Boys will be excused School from **Friday 11th May at 3.35 pm**, except when required for examinations, games or special engagements, CCF etc. The responsibility rests with each boy to ascertain whether or not his presence is required. Boys are expected to honour their sporting commitments to represent the School. Official exam leave begins at 3.35 pm on Friday 11th May, but staff will still be available to answer any questions boys may have and they are very welcome to come into School to ask for help and advice.
2. There will be a supervised quiet study area in the Drama Studio provided on a daily basis for any boy who wishes to come into school to study. In addition, departments will be putting on teacher led revision sessions during exam leave which we recommend all boys attend. A list of times and dates of these sessions will be published and sent home as soon as it is finalised.

School uniform is required if attending school for supervised quiet study, for a revision session, for the exams or indeed for any other purpose. Boys will need to sign in and out in the Drama Studio.

3. Mr Yates (Head of Middle School) and Mrs Blease (the Examinations Officer) will see Year 11 boys to give details of current examination arrangements, outline the rules of the Examination Board and answer any queries. A few boys will have more than one exam scheduled in a morning or afternoon session. These boys will have the procedure explained to them by Mrs Blease and any boy or parent/guardian can contact her at any time on J.blease@merchanttaylor.com if they need clarification. **Boys will be asked to return text books to the Library after the final exam in each subject. Books not returned may well be subject to a replacement fee.**

4. Examination Results:

On **Thursday 23rd August**, examination result slips will be available from the Sixth Form Centre after 8.30 am. It will not be possible to answer enquiries concerning examination results made by telephone. If, due to holidays, postal notification is required, a stamped addressed envelope must be left with the Examinations Officer. Actual marks will be obtainable from Heads of Department at the beginning of term. Examination Certificates will be available in **late October** and boys may then collect their Certificates from Reception.

5. Senior teaching staff and representatives from the School's Sixth Form Pastoral Team will be available for examination enquiries on **Thursday 23rd and Friday 24th August** and will be available to discuss Sixth Form options for September.

6. Enquiries about GCSE Results

Candidates can gain access to their scripts on request and the school can ask examination boards to review particular scripts. There is a charge for both services which must be met by the candidate. There is no rush to process marking reviews and our advice is to wait until we return to School in September.

The deadline for enquiries is 20th September and students are advised to consult Heads of Department before processing a request.

Boys are reminded that reviews by an Examination Board may lead to a mark going down not up and that this cannot be changed at a later date.

There is still plenty of time left before the start of the summer exam session and I hope that the hard work your son has done will result in impressive grades in August. A revision guide for Parents has already been provided for your information and there is further advice from Mr Simpson on the Parent Area of Firefly. Tuesday and Thursday supervised study sessions are taking place in Room E1 for boys who wish to take advantage of directed study and revision after school from 4.00pm to 5.15pm.

Yours sincerely

A handwritten signature in cursive script that reads "William".

Headmaster