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Deputies: Delia Martin BA Hons
Deborah Reeman BEd MEd

Cottingwood Lane Morpeth
Northumberland NE61 1DN

Telephone: 01670 515415

Fax: 01670 504116

Email: enquiries@kevi.info

Website: www.kevi.info

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Dear Parent/Carer

Please find enclosed a final green personalised examination timetable for your child together with a copy of your child's recent Tutor Report. A blue Bridging Course arrangements letter is also enclosed for those students wishing to return to the Sixth Form.

Please note the following information about the arrangements for your son/daughter in their last few weeks of Year 11 and procedures following their exams.

1. Study Leave

a. Attendance

Students are to be in full school days until **Friday 28th May**, which is the start of half term. Some students will have exams prior to this date and the school is arranging for departments to have extra time with those students to complete some revision exercises prior to their exams.

b. Examination sessions start at 9.15am and 1.15pm

Students need to be clear on which venues they are in for each exam, this information is available outside the exam office. Students need to arrive 15 MINUTES prior to the start of their exam session.

c. Dress

Students must wear FULL school uniform for attendance to all examinations – including appropriate footwear. Failure to do so may mean a student is removed from the exam.

d. Equipment

It is the students' responsibility to arrive with all necessary equipment for their exams. E.g. calculators, pens and a transparent pencil case.

Students should also be able to produce their candidate number for each exam.

MOBILE PHONES ARE NOT ALLOWED IN THE EXAM ROOM UNDER ANY CIRCUMSTANCES. There have been various incidences across the country where examination papers have been cancelled due to breaching of this rule.

e. Transport

Students should present their examination timetable with their bus pass to the driver when using their passes at times other than normal travelling times. School uniform does also need to be worn. For students who are not able or do not want to travel at other than normal times, the school's Learning Resource Centre will be available for private study.

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2. Book Return

Students should return books to subject teachers directly after each exam in that subject. Students will need to complete a form requiring the signature of all subject teachers confirming books and equipment have been returned. Students NOT returning to Sixth Form will come in on the morning of **Thursday 24th June** with this completed form which will then be signed off by the Head of Year. Students returning to Sixth Form should bring completed forms in during Bridging for sign off by the Head of Year.

3. Examination Results and Certificates

All students will need to bring **£3** in to the Finance Office for a contribution towards the cost of certificate recorded delivery postage costs, which are posted in November. This should be paid by **Friday 21st May**.

4. Bridging Course

This is a compulsory requirement for ALL STUDENTS wishing to attend courses in the Sixth Form. It takes place on **Tuesday 29th and Wednesday 30th June**. Students should wear full Year 11 uniform for this event.

5. Results Day

These should arrive into school on **Tuesday 24th August**. We intend to make results available from **10.30am** on this day (Please do not come before this time). Students should come to the Lower School Hall where results will be available for collection.

6. Advice Days

Some staff will be available in school to offer advice from 10.30am to 3.30pm on **Wednesday 25th August** and from 9.30am to 12.00 noon on **Thursday 26th August**.

The Connexions advisor, Imelda Walker will be available all day in school on results day on **Tuesday 24th August** and advice days as above. You can also contact Imelda on 01670 811040 to make an appointment at other times throughout the summer holidays.

Finally, we take this opportunity to extend our best wishes to all our students, and wish them the very best success in their examinations and their future courses in life.

Yours sincerely

Mark Wickens
Head of Year 11

Anna Fairclough
Assistant Head of Year 11