



14th May 2019

Dear Parent/ Carer

RE: Arrangements for the Examinations Period

This letter outlines the arrangements for the remainder of the GCSE examination period. The rationale behind these arrangements are based around three key principles; the importance of our students and their teachers working together for as long as possible during the examination period; the opportunity to provide suitable private study and our safeguarding duty to see students regularly to ensure that they are safe and well.

Monday 13th May - Friday 24rd May

- All students will be expected to attend school at the usual time every day, no student is yet to complete his studies in any subject.
- As examination courses are completed teachers will provide revision opportunities in their lessons or ICT suites or students will be able to utilise a revision room where silent independent study can take place and teachers of completed courses will be on hand to supervise and support.
- Revision master classes will be organised in the morning before most exams and during period 4 before most afternoon exams to ensure students are well prepared and those last-minute anxieties are well managed.
- Where possible additional revision will be available for students by utilising the space created in their timetable as they complete certain courses examinations.

Half Term

- Teachers are currently scheduling additional revision session to further prepare students for the examinations scheduled for after half term. This should supplement a student's revision rather than replace it. Details will be put on our website and parents will receive a text message as sessions are added to the schedule.

Monday 3rd June until the students' final exam:

With parental permission students will be allowed to begin their study leave and will only be required to attend for exams, lessons in subjects that are not yet completed and identified subject revision sessions.

- Students will attend form period as normal if they have a morning examination and for lessons and exams throughout the day they should sign in and out at reception. **This will not be permitted without a completed reply slip to ensure parents are aware of these arrangements.**
- Study facilities will remain available throughout the day for those students who want to stay in school full time to prepare for their exams or those that have not returned a Parental permission slip.

Our expectations of our 2019 Leavers

Headteacher: Mr D Clayton

King's Norton Boys' School, Northfield Road, Birmingham B30 1DY

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- During the Study Leave period students are expected to attend lessons until they have completed their final examinations in that subject. *(Please be aware that if we do not see students for more than 3 consecutive days, we will be required to complete a safe and well check. - Although this should not affect anyone meeting the expectations of attending all examinations and lessons in which they have not sat their final examination.)*
- King's Norton boys are expected to wear their uniform throughout the examination period. We will ensure that students are comfortable in their environment once they are in school.
- It is essential that student behaviour is exemplary at this time. It is important that the boys' support their peers by maintaining their standards throughout the examination period.

The vast majority of students will have no issues meeting these clear expectations. However, for any that **do not** we will have little choice but consider their suitability to attend the Leavers Prom. In extreme cases students may have their references withdrawn or arrangements made for them to sit their examinations in a different centre. I very much hope that none of these sanctions are required with our 2019 leavers and that they are all able to maintain their personal standards and support each other to do their very best.

I hope this letter clarifies the arrangements between now and the end of the examination period. I will be in touch at that point to outline the arrangements for the Leavers Prom and the Examination Results Day. Thank you for your continued support during this most important time. If you wish for your son to take advantage of this study leave opportunity then please ensure they return the attached consent form before 24th May.

Yours sincerely



Mr D Clayton
Headteacher

Study Leave Parental Consent Form

I give permission to my son to take part in study leave from the 24th May 2019 as outlined in the letter dated 14th May 2019.

I understand that:

- he should attend all exams and lesson of subjects not yet completed in full uniform.
- he should register in his form if he has a morning examination.
- he should sign in and out at reception if he is to arrive or leave during the school day.
- he should not be out in public during the school day, he should be at home revising.
- if he has not been seen for 3 consecutive days then a safe and well check may be required.
- He should maintain good conduct throughout the examination period.

Student Name: _____

Print Name: _____

Signed: _____

Date: _____

Headteacher: Mr D Clayton

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