



Our Ref: 123

30 April 2019

Dear Parents/Carers,

### **Year 11 Examination Period 2019**

Individual examination timetables showing the date, time, duration, room and seat number for each examination have already been sent out via e-mail. A copy of the whole school examination timetable is also available on Moodle along with a copy of the 'Exams Booklet 2018-2019' which all students must familiarise themselves with.

#### **Revision timetable**

There will be a celebration morning event for students on Friday 10 May. Students will be expected to arrive in school on that day at the usual time to attend a special breakfast which will be served at 8.30am in the dining room followed by a Leavers' Assembly and then students will go home at 10.30am. Should a student not be able to travel home at this time, they should speak to Mrs. J. Cornell, Head of Year 11, so that arrangements can be made for them to do private study until 3.30pm.

The revision timetable for Year 11 students starts on Monday 13 May. Subject staff will be providing revision sessions for students to attend if they wish to. In addition, there will be venues available should students wish to revise independently in school. Students should attend both the examinations and revision sessions in correct school uniform. When arriving for a revision session students must sign in and sign out again when they leave.

#### **Exam breakfast**

To help students prepare themselves for their examinations, we will be offering a breakfast service for Year 11 students. It will be available from 13 May until 25 June, in the dining room between 8.00am & 8.30am, for any student taking a public examination in the morning session. There will be a nominal cost of £1.00. Subject staff may also be available at that time to give last minute revision sessions. Students will also be able to access our onsite Coffee Shop between 8.00am & 1.30pm where they can purchase a hot drink and/or snack.

#### **Text book return**

All text books must be returned to the subject tutors immediately before the last examination in each subject or as directed by the Head of Department. Parents will be invoiced for missing text books.



## Exam arrangements

Students must refer to their examination timetable to see the start times of examinations. They are advised to be in school by 8.40am or 1.10pm and should line up 'under the arches' prior to the start of the examination. Should an emergency occur before the examination, please notify the school immediately.

Students should be dissuaded from bringing in any valuable items. They will not be able to take their mobile phone or bag into the examination room. Please note that smart watches and electronic devices (including FitBits) are also not allowed in the examination room. Wrist watches are allowed in the examination room but must be removed and placed on the exam desk.

## Founders' Day

All Year 11 students are expected to be present in correct school uniform at 8.40am on Founders' Day, Friday 28 June 2019, when we attend a joint service with Hitchin Boys' School at St Mary's Church.

## GCSE results and registration for Sixth Form

Students should collect their GCSE examination results on Thursday 22 August 2019 at 8.30am in the Main Hall. Please do not arrive at school before this time. This will also be when students need to formally enrol for Sixth Form or register their future destination with us; further details will be sent out regarding this.

If a student is unable to collect their results on the day, they can nominate someone to collect their results. In order to action this, we will need a signed letter from the student authorising that person to collect them - the letter needs to state who the person is and the relationship to them. The person collecting the results would need to bring proof of ID if they are not known to staff.

The alternative is to provide a stamped addressed envelope, with the correct postage. These will be posted out on the afternoon of results day although this is not recommended.

Either the letter of authorisation or the stamped addressed envelope needs to be given to Mrs. C. Emmings (Exams Officer) by Friday 24 May at the latest. Please note that any requests received after this date may not be able to be actioned.

Under no circumstances will results be e-mailed to students and results will not be handed over to anyone other than the candidate (including parents/guardians) without the Exams Officer having prior written consent.

If you have any questions regarding the examination timetable, please contact Mrs. C. Emmings in the exams office or e-mail [exams@hgs.herts.sch.uk](mailto:exams@hgs.herts.sch.uk)

Thank you for your co-operation and support. The staff would like to express their good wishes towards our Year 11 students during their forthcoming examinations.

Yours sincerely,



Mrs. S. Mills  
Assistant Headteacher



Mrs. C. Emmings  
Examinations and Data Manager