

## IMPORTANT INFORMATION

Dear Parent

### Year 11 – 'The Final Run In'

As you will clearly know we are now approaching the final part of compulsory education for Year 11s. It is of course vital that we all work together so that each and every student is able to achieve their maximum potential in this summer's exams. With this in mind we have put together a pack of information specifically for parents. Obviously you will know a great deal already about your child's progress however enclosed and below you will find advice and information on the following that we hope you will find useful:

- **Coursework and homework**
- **Revision techniques and timetables**
- **Examination information, timetables and results arrangements**
- **Rewards**
- **Key dates**

### Coursework and homework

The majority of subjects currently have an element of coursework in them. The percentage of the final mark in that subject can vary significantly but technology and certain vocational subjects place particular importance on completion of good quality coursework. All subjects will now be approaching their final deadlines for coursework. If you have any doubts on this please contact your child's subject teacher or Curriculum Team Leader for that subject.

As far as homework is concerned students should **always** have work at home to do even if this is not recorded in their planners. Even if students have completed all their coursework and any specific tasks set in lessons they should be revising and recapping on their studies. The enclosed study guide is full of good ideas for this and we would also recommend websites like '[www.bbc.co.uk/schools/gcsebitesize/](http://www.bbc.co.uk/schools/gcsebitesize/)' or the 'My Maths' site on our College gateway.

### Revision techniques, timetables and interventions

Enclosed in this pack you will find a free GCSE Success guide that is packed full of information and guidance for the next few months. It is our intention that this is shared by parents and students so that they can discuss jointly how to maximise success. For parents of particular interest will be advice on time management, effective revision and managing this stressful period.

Teachers and tutors are also constantly offering advice and guidance to students on the best way to revise and consolidate their learning. Enclosed are some revision templates that you and your child may find useful.

In addition a number of subjects offer after College and holiday sessions:

Please see reverse of this sheet.



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IMPORTANT INFORMATION

| <b>Subject</b>           | <b>Day and Time</b>   |
|--------------------------|---|
| <b>English</b>           | Wednesdays after College-coursework catch- up and revision techniques-Ms Read   |
| <b>Child Development</b> | HH10-small groups-see Miss Whitman  |
| <b>ASDAN CoPE</b>        | For Vocational each Tues after College with Mrs Shambrook<br>For other coursework each evening after College  |
| <b>Spanish</b>           | Revision with Ms Grant-Weds after College   |
| <b>French</b>            | Revision with Ms Moynet Tues lunch L3 – French speaking Friday L3 after College<br>Revision with Ms Lourdelet in H6 on Thursdays after College  |
| <b>Art/textiles</b>      | Monday after College-Mrs Brightwell and Ms Lithgow’s group<br>Tues and weds lunch-textiles catch up<br>Weds after College-Mr Buckler, Mrs Johnson and Mrs Collings-fine art and 3d catch up<br>Any day after College and lunch/break also |
| <b>Business Studies</b>  | Every Monday 3.05-4.05 in HH3 or HH4<br>Monday 6 <sup>th</sup> April 9am-1pm Coursework catch up clinic<br>Tuesday 14 <sup>th</sup> April 9am-11am<br>Outstanding coursework check  |
| <b>Drama</b>             | Wednesdays in Drama Studio or MR1 – 3.10pm-4.30pm for Rehearsals/exam pieces  |
| <b>History</b>           | Tuesday 31 <sup>st</sup> March Propaganda<br>Tuesday 21 <sup>st</sup> April Women and Youth<br>Tuesday 28 <sup>th</sup> April Religion and Opposition   |
| <b>Maths</b>             | Various after College and invited Saturday morning sessions   |
| <b>Technology</b>        | Various individualised after College sessions – coursework in particular  |

## IMPORTANT INFORMATION

This list is currently correct however is by no means exhaustive and other subjects will be running sessions. As before if you would like further information please contact the teacher or curriculum team leader directly.

Students' grades are constantly monitored and where we see underperformance one technique is to use intervention cards where certain academic targets are agreed by student, teacher and tutor. The intention is that these are short term and can be put to one side once these academic targets are met. Please ask your child if they have been or are still using these.

### **Examination information and timetables**

All students have already received a copy of their individualised timetable however, in certain instances this may have not reached home! Therefore please find enclosed a further copy for your reference. Also please find enclosed a schedule of revision sessions that continue during the examination season.

The exam timetable contains the starting times for examinations, rooms and seating details. All morning exams start at 9.15 am and afternoon exams at 1.30 pm. All students must be lined up outside the exam room in silence, **15 minutes before the start of the relevant exam**, to enable us to get students seated and equipped with papers ready to start on time. It is vital that students sit in the allocated, correct seat for all exams and seating plans will be available on the day for students to check.

All students must bring **photographic proof of identity** to examinations; the College smart card is preferred. New smart cards can be obtained from the College canteen at a cost of £2.50.

There are many examination regulations but one of the most important is the ban on mobile phones. Students should not bring mobile phones to College on days they have exams. Should this happen accidentally, the student must hand it in to the Examination Supervisor but in no circumstances will the College or its employees be responsible for the safety of phones thus collected.

Students must make sure that they have read all the examination notices with regard to regulations and forbidden items ("Warnings to Candidates" and "Notices to Candidates"). Copies of these have been placed around the College and will also be displayed in each examination room.

Should any student be unable to attend an examination because of illness it is vital that parents inform the College as soon as possible. Please phone either Mrs Anbany or her Assistant, Mrs Abou-Shehada, on 720070 or 720017, or email me at [janbany@eggbuckland.com](mailto:janbany@eggbuckland.com).

**All** absences from examinations for medical reasons must be supported by a Medical Certificate obtained from your Doctor. Without such proof of illness, the examination authorities can refuse to give any special consideration.

The results of the Year 11 examinations will be available for collection, in College, from 10.00 am until 12 noon on Thursday 27 August and students should go to the main Hall for this. If they cannot attend, his/her parent may collect the results but they will not be passed to any other relative or friends. Students knowing that they will be unable to attend may also bring a stamped addressed envelope (stamped with an ordinary 1<sup>st</sup> Class stamp) to the Exams Office – as well as the student's name and address, it should also be clearly marked in the bottom left-hand corner with the student's full name and examination number.

If students need any advice during the examination period, staff of the College will be delighted to help but you may need to leave a message on the phone numbers above in the first instance – be assured that we will get back to you as soon as possible.

We, of course, hope that the vast majority of students will return to our Sixth Form and continue their studies. However following the examinations if your son or daughter wants any advice or guidance related to their choice of Post-16 courses or employment this will still be available through the College and through the Connexions Service.

For enquiries regarding our own Sixth Form (with courses also available, through The Link Partnership, at Devonport High School for Girls, Devonport High School for Boys, Notre Dame School and St Boniface College) please phone or email:

|   |        |  |
|---|--------|--|
| Mrs G Tweedie, Assistant Principal        | 720045 | <a href="mailto:gtweedie@egguckland.com">gtweedie@egguckland.com</a> |
| Mr S Pearce, Head of 6 <sup>th</sup> Form | 720059 | <a href="mailto:spearce@egguckland.com">spearce@egguckland.com</a>   |

Our Connexions Personal Adviser is also available to answer questions related to courses and employment after Year 11:

|            |        |  |
|------------|--------|--|
| Jenny Wall | 207700 | <a href="mailto:jenny.wall@connexions-cd.org.uk">jenny.wall@connexions-cd.org.uk</a> |
|------------|--------|--|

### **Rewards**

Clearly we hope that most students are motivated enough by the thought of a good set of Key Stage 4 results! However we also think it important that we offer additional incentives in order to add a fun/competitive element. With this in mind the College rewards system will continue for Year 11 until they finish with House points being awarded etc. In addition we will be issuing 'Passports to Success' cards shortly just for Year 11 where points can be earned towards other prizes and rewards. Details of this will be explained to students next term.

The annual **Year 11 'Prom'** will take place on Thursday 9<sup>th</sup> July. Details of this will also be issued shortly. One of the rewards associated with this will be two sponsored limousines provided free of charge to winning students.

### **Key Dates**

See attached card.

We very much hope that you have found this information useful. It is, of course, vital that we all play our part in ensuring that every young person is able to achieve their potential. If you would like further information or require clarification on any areas please do not hesitate to contact us.

I look forward to celebrating great success in August!

Yours faithfully



**Mr S Crawford**  
**Vice Principal**

Encl:  
Letts Revision Guide  
Suggested Revision templates  
Taught Revision timetable  
Individual Exam Timetable  
Summary of Current and Target Grades  
Key Dates