



Ref: VJW/AKW

March 2022

Dear Parent/Carer

Re: Important Information Relating to Year 11 Students

All students in Year 11 are now at a crucial stage of their compulsory schooling, as they begin final preparations for their GCSE examinations. The following information may help you to support them through the rigours and demands of the remaining weeks.

Attendance

Examination sessions start at 9:00am and 1:00pm and will finish approximately 30 minutes later than published. All students need to be available for examinations up to, and including, the JCQ designated Contingency Day of 29 June 2022.

Attendance at **all** lessons for **all** students is a **legal requirement**, irrespective of whether they have been entered for GCSE examinations or not.

Regular attendance is very important if students are to have the best possible chance of success in the forthcoming exams. Please ensure that your child attends regularly and that the Academy is informed **by letter** if your child has a genuine reason for being absent. Students who do not attend examinations for which they have been entered will be charged the appropriate examination entrance fees unless a medical certificate is provided.

Due to the early finish of the Academy day it is possible, on some occasions, that any GCSE examinations that are 2 hours or over may not finish in time for students to catch the Academy buses. In this event, parents will have to arrange a contingency plan for students to get home.

Please note:

In the unlikely event of any student being found guilty of causing serious disruption to GCSE examination classes in the remaining vital weeks or involving themselves in unacceptable behaviour, they will **not** be permitted to sit their GCSE examinations at this centre.

Please be aware that to ensure no individual in this Academy jeopardizes any other student's exam success we will be using scanning devices to detect mobile phones, MP3 players, iPods, pagers, smart watches and other similar electronic devices. These items must not be brought into the Academy whether switched on or not. Possession of unauthorised electronic equipment is a breach of Examination Board rules and may result in disqualification from all examinations.

Important Dates

STUDY LEAVE

Year 11 will continue in Academy lessons until 3:15 pm on Friday 27 May 2022, after which they can remain at home to study and attend only for examinations or for directed revision sessions. If they have a directed revision session they must attend on time and in uniform. The full Behaviour and Uniform Policy applies at all times for any visit to the Academy for examinations or revision.

GCSE EXAMS

Tuesday 10 May 2022 to Wednesday 29 June 2022

Students must be present in **full Academy uniform** for all examinations for which they are entered. Extreme haircuts, colours and beards continue to be unacceptable on Academy premises throughout the examination period.

During the examinations, students MUST attend in flat, black shoes to protect the Sports Hall floor. Shoes with pointed heels must be removed on entry.

GCSE EXAM RESULTS

Thursday 25 August 2022

Available from the Academy between 9:00am and 12:00pm.

GCSE RESULTS APPEALS DEADLINE

Friday 9 September 2022

On publication of the results, if your child wishes to appeal to an examination board for a review of the marking of a particular paper this must be done through the Academy Examinations Officer. The deadline for appeals is **Friday 9 September 2022**.

The Academy is anxious to give your child the best possible chance of GCSE examination success. Please do not hesitate to contact Mrs E Taylor, Academy Examinations Officer, if you have any concerns or if you require any further information.

Yours faithfully



Miss V Watts
Interim Principal

TOLLBAR ACADEMY

INFORMATION FOR PARENTS AND STUDENTS REGARDING THE GCSE EXAMINATIONS 2022

1. Morning examinations start at **9:00am**.
Afternoon examinations start at **1:00pm**.
Students should arrive at least **10 minutes before** the start time.
2. If there is an incident, car breakdown etc, which means that a candidate will be late, please telephone the Academy on 01472 500505 and ask for a message to be given to Mrs E Taylor (the Academy Examinations Officer).
3. **Full Academy uniform must be worn.**
4. **Black** ink pen or ballpoint pen only can be used. A HB pencil must be used when answering computer marked multiple choice papers. Candidates are responsible for providing their own writing implements, protractors, compasses, calculators etc.
5. **No** Tippex. **No** red ink or gel pens. **No** boxes/bags/cases of pens etc. are allowed at the candidates' exam desks. **No** water bottles with labels. **No** watches.
6. **No** mobile phones, pagers, MP3 players, internet-enabled watches or other similar electronic devices should be brought into the examination room. Students who breach this rule could find themselves disqualified from all of their examinations.
7. Your child has been given a candidate number on the Statement of Entry. Please help them to learn it.
8. Any illness that results in a candidate missing any part of any examination must be covered by note from a parent, and a medical note if available.
9. The Academy will be open from **9:00am to 12:00 noon** for GCSE results on **Thursday 25 August 2022**, when results will be handed to candidates or their parent/carer. Parents will require a letter of authorisation from the candidate to collect the results on their behalf. Results will **not** be issued to neighbours/friends etc.
10. If you know that you will be unavailable to collect the results slips, then please arrange for a stamped, addressed envelope (with your candidate number in the top left-hand corner) to be given to Mrs E Taylor. Results will not be given out on the day by phone or e-mail.
11. The results issued in August are not official confirmation of achievement, that comes in the form of certificates which arrive in the Academy in late Autumn. These certificates may be vital for vocational and/or educational purposes.

In the past, some candidates have not collected their certificates for months, or even years, after the examinations. In future they will not be able to do so, as we are now required to destroy certificates after 12 months. Should your son or daughter require official confirmation of results, it will be necessary for them to apply separately to each Examination Board in order to receive uncollected certificates at a considerable cost.

To save you and your child inconvenience, time and money, we ask you to co-operate with us in a procedure that will ensure that all students receive their certificates directly from the Academy.

Certificates can be collected from the Academy Reception from December 2022 onwards. Those not collected will be destroyed.
12. Any appeals concerning centre-assessed marks must be lodged, in writing, with the Principal within 5 working days, and no later than Friday 22 April 2022 for all subjects except PE, where the deadline is 25 March, Technology, where the deadline is 29 April, Travel & Tourism, where the deadline is 6 May and Art where the deadline is 15 May 2022.
13. Any appeals concerning the results must be lodged with **Mrs E Taylor by Friday 9 September 2022.**