



Dear Parent or Guardian,

I am writing to you to provide details with regards to the upcoming examinations for year 13 students. Please find below information regarding study leave, examinations, results, bursaries, and end of year celebrations.

Study leave

This year in preparation for examinations, the awarding of study leave for year 13 will be based on the end of term 4 data, supplied by teachers, indicating whether students are on target to achieve. For those who are on or above target in all their subject areas study leave will begin on Friday 24th May. For those students who are below target, lessons will continue to run, and those students will be expected to continue to attend until the completion of all their exams in that subject. The lessons will target and aid in the practice of exam skills and continued specific revision in targeted areas in order to fully prepare students for their exams. If lessons are running, students who do have study leave will also be able to attend, we just ask that they speak to their teacher in advance so it is known they plan to attend, and also sign in so it is known they are on the school site.

If not on study leave, students are permitted to take the morning as study leave for any afternoon scheduled examination.

Examinations

This year examinations for A level and Btec courses students have been studying over the past two years are taking place between Monday 20th May and Tuesday 25th June*. These exams will mainly be taking place in the gym, but some may also have to be scheduled in the main school hall or other venues. The starting time for morning examinations is 8:40 am, and 1:25 pm for afternoon examinations, again some may vary but the majority of examination will fit this rule. Individual timetables will be sent to students, and therefore once received it is important that student check the times and locations of their exams.

For details regarding examinations and the procedures can I please draw your attention to the exams section on the website:

<http://www.folkestonegirls.kent.sch.uk/index.php/information/examassessment>

*note that the awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. **Therefore candidates must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.**

Collection of Examination Results

The A Level and BTEC examination results will be issued by the school on Thursday 15th August and will be available for collection from the school between 9:30am and 11:30am.

There will be members of staff present at these times to offer support and advice should any student need it.

Please be aware that results will not be given out over the telephone or sent via email. If a student is unable to attend to collect their results they need to send an email to Mrs S Burden by 5th July, nominating a representative to do this for them, if doing so the nominated person will need to bring with them photograph ID on the day to verify that the results are being handed to the correct person. Alternatively if a student wishes for their results to be sent via post (these will be posted on results day and will therefore be received later), please provide Mrs Burden with a stamped addressed envelope by 5th July.

Miss Robinson will be available from 11:30am until 2pm on Thursday 15th, and from 1pm until 3pm the day after results day (Friday 16th August) if students have any further queries or need help contacting universities or potential employers.

Bursaries available

For year 13 students there are two funds that students can apply for a bursary from to aid with their studies post sixth form. The first is the Ewart Memorial fund which is a hardship fund, the second is the Alice Mary Hunt fund which is awarded to any students who achieve AAA or above in the summer which have applied for the bursary. Further information will be distributed to students in the tutorial programme over the coming weeks. Students need to apply before the end of the academic year for consideration, with applications forms for both funds available from Mrs Griffiths in the sixth form office.

Year 13 BBQ

Finally as a celebration of their time in the sixth form students are invited to the Year 13 leavers' barbecue on Tuesday 25th June at 4pm. This is an opportunity to celebrate the completion of their sixth form journey with their peers and staff members.

I would also like to thank you for your continued support towards your daughters' study in the sixth form, and on behalf of the Sixth Form tutors, and all the staff, I wish your daughter every success in the forthcoming examinations.

Yours sincerely



Miss A. Robinson
Key stage 5 leader