



Pensby High School

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Headteacher: Mr K Flanagan

16 April 2024

Dear Parent/Carer,

Re: Year 11 Leaving Day and Examination arrangements 2024

I am writing to inform you of the arrangements for Year 11 students prior to the start of their examinations. All students have been issued with a guidance booklet about examinations and their examination timetable.

The week beginning Monday 7th May 2024 is when many subjects have their first written papers, however, examinations continue until Thursday 20th June 2024. Students will remain in school for all lessons and examinations up to, and including Friday 7th June, after which they will only need to attend for their GCSE examinations in accordance with the published timetable. If students do not have an exam on the days leading up to the 7th June they will continue to be taught in their lessons. We understand that this is a later date than some other schools, but having looked at the examination timetable, 7th of June is the Friday before the last mathematics paper on Monday 10th June and covers all the English Literature and Language papers, plus first papers in everything except food. We believe that our students are most successful when they are supported through the GCSE period for as long as possible by their teachers, peers and the routines, and structures within school. We have spoken to the students about this, and we hope you can speak with them about this at home.

Over the course of the examination period, there will be an increased opportunity to revise for forthcoming exams, please remind your child to bring additional revision materials to school to support them to revise independently across this time.

The examination body have also put in place contingency dates up to the 28th June just in case any examinations need to be moved. Parents are reminded to avoid planning holidays until after this contingency date. A simple guide to exam arrangements has been produced by OFQUAL and is available via this link: [OFQUAL Students Guide](#). We have also attached the exam timetable to this letter. A reminder that our Period 6 revision sessions will continue up until the exams.

As a school we believe that it is important that students in Year 11 are given an enjoyable and appropriate way in which to mark the 'end' of their Year 11.

'Leaver's Day' for Year 11 students will take place on Friday 24th May 2024. This date was chosen due to its proximity to the half term break as although students will attend lessons and examinations up to and including 7th June, Friday 24th May has been selected as our celebration afternoon as there are no other examinations on this day.

Activities during this afternoon will include a 'Leaver's Assembly' and activities including an inflatable assault course and ice cream. Our intention is that students will have an enjoyable and memorable day that provides a fitting way to mark them 'finishing' Year 11.

In order that the 'Leaver's Day' is as successful as possible I would ask that the following points are noted:

- i. Uniform and equipment - students must wear full school uniform on this day and must have the equipment required. Once the morning lessons have been completed, students will be given the opportunity to change into casual clothes, that are appropriate to the activities taking place. I will explain clearly to all students, through assembly time, what is acceptable in terms of dress and behaviour for this day. Students will need clothing suitable for physical activity during the course of the afternoon.
- ii. If any student wishes to bring a shirt for friends to sign then please could this be brought in their bag as such items should not be worn during the morning.
- iii. The 'Leavers Day' is meant to be an enjoyable and appropriate way for the students to mark the 'end' of Year 11. The overwhelming majority of students in Year 11 have behaved in a manner that brings credit to both themselves and their family during the course of the academic year. If student's behaviour has led to early study leave, attendance at alternative provision, or conduct themselves in a manner not befitting a Pensby student in their final term of school they will be asked not to attend the leavers day and associated prom. This decision will be made by the Headteacher. These expectations continue into the Year 11 'Leavers Day'. In the unlikely event that any student fails to adhere to the standards required at the school then they will be sent home. We will contact parents/carers and ask for that individual to be collected from school. However, I have to say that I have every confidence in our students conducting themselves in an exemplary manner.
- iv. In addition, the Year 11 Prom takes place at Thornton Hall on Thursday 27th June 2024 - pupils who are attending should have paid for their ticket, please pay the balance if you haven't already done so. Please note you cannot pay on the day for this event. We can help with support for attendance to the Prom, please contact Mrs H Davies in the first instance. Support can take the form of a part-payment for a ticket or help for instance with a dress or suit.
- v. The last day for ordering leavers hoodies is 22nd April via the following link: [Pensby High Leavers Hoodie 2024 | ID Uniforms](#)

As a reminder, students must be in full school uniform for examinations have all the necessary equipment, so that they are not disrupting their flow in the exam. Mobile phones and other electronic devices, including smart watches must not be brought into any examination venue (even if they are turned off). Two years ago a student forgot to hand in their mobile phone which resulted in their GCSE examination papers being cancelled. Please remind your son or daughter of the importance of following the national body rules and check before entering the exam hall, we will also remind before every exam. All school textbooks and loaned materials must be returned to school after your son/daughter has completed their examinations. Any materials not returned will unfortunately have to be charged for.

National rules equally apply to the start times of examinations and that impacts on our students on a Wednesday. On Wednesday afternoons, students will need to make arrangements to get home, as school buses will have departed prior to the end of the GCSE exam.

The publication of GCSE results is on Thursday 22nd August 2024. They will be available for students in the main hall from 9am on that morning. If students cannot attend, a large stamped self-addressed envelope

with the correct postage can be handed into the Examinations Office for results to be posted out or students can have their results emailed to their school account, but please remember that these will be closed as we start the new academic year in September. Phone call or email requests for results on the day will not be responded to as the switch board will not be manned. If you wish to collect results on behalf of your son or daughter, please ensure you bring some ID with you.

Finally, I would like to take this opportunity to wish all our students the very best of luck for the forthcoming examinations, but I have to say that for the vast majority of students, luck is being surpassed, by a phenomenal work rate. We are all very proud of your children and I know how much you contribute as parents too, thank you!

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Flanagan', written in a cursive style.

Mr K Flanagan
Headteacher