

RTT/SB

May 2017

Dear Parent/Guardian,

As you will be aware, GCSE exams are very close and I hope that all students are in the middle of a clear strategy regarding their revision: using Personal Learning Checklists (PLCs), past papers, exercise books and the internet, to name but a few sources of information to help facilitate that commitment - they should keep revision active; just looking at notes isn't effective! Students can refer to the revision link on our website for lots of fabulous ideas and resources. We have also added a Parents' Guide to Revision to the website (password 'factor'). As an Academy we have looked at our calendar and, wherever possible, we are keeping students focussed on exam preparation, and lessons are geared solely towards exam success; excellent attendance in the last few weeks leading up to exam leave is therefore recommended.

There are a number of arrangements that are important for parents and students to be aware of in the forthcoming weeks:

### **Before Exam Leave**

Normal timetabled lessons will run for Year 11 students until **Friday 26<sup>th</sup> May**. If a student has completed their GCSE examinations in a particular subject they will be able to revise for their other GCSE subjects during those lessons and should take appropriate revision material to the lesson.

When students have an exam during the normal day, they will be required to attend lessons until the exam session starts. If the exam starts at 1.30 pm, students should attend their morning lessons and return to lessons straight after the exam finishes.

### **The Final Day**

Students' final day in school is Friday 26<sup>th</sup> May and they will be able to leave at 12:30pm. On this day students will attend their English Literature exam in the morning and following this will have a short break (the canteen will be open) and then a final year 11 assembly at 12pm. All students are expected to attend this day as normal and in Academy uniform.

### **During Exam Leave**

Study leave will begin on Friday 26<sup>th</sup> May, and we cannot authorise any absence before that time. Once students are on exam leave there will be compulsory revision sessions timed just before the relevant exam – more details to follow. Furthermore, there will be two supervised revision areas within the Academy: Sixteen07 will be available for groups of students wanting to work together, and the Sixth Form Quiet Work area (upstairs) is a quieter space.

**Uniform** is not required after the 27<sup>th</sup> May if students are coming in for revision, nor for taking their exams, but students should remain smart and dress suitably for the workplace. Students who would normally travel by bus will be able to continue to do so. If the exam finishes after 3.15 pm there is a late bus at 4.15 pm on Tuesday, Wednesday and Thursday.

**Acting Principal** Richard Taylor BA (Hons)



**Free Breakfast**

On the day of an exam, students with an exam in the morning will be eligible for a special breakfast, free of charge, served in Sixteen07 from 8.15 am to 8.45 am on production of their exam timetable. Students with morning exams are also requested to attend a subject exam briefing with the Head of Department at 8.40 am in Sixteen07.

We would encourage all students to ensure that for every exam they have water in a clear plastic bottle, label removed, to allow them to keep hydrated. There are facilities to fill bottles in Sixteen07.

Students should attend the appropriate exam specified on their timetable, at the time indicated, and they will need to have their exam timetable with them.

**GCSE Results Day – Thursday 24<sup>th</sup> August**

The Academy will be open from **8.30 am** for students to collect their results. Students who wish to register for Sixth Form will need to go straight to the Sixth Form Centre with their results; there will be a registration form in the results envelope.

**Year 12 Summer Work**

All students who have been successful in applying for a place in the Sixth Form will need to download and complete summer work for their chosen subjects. The work can be found through the link on the Academy website from Monday 15<sup>th</sup> May. It is the responsibility of students to collect this work, understand it and complete it for the first day back after the summer holidays. If students have any questions about the work then they should seek out a member of the relevant subject staff to explain or answer queries.

**Year 11 Prom**

The Year 11 Prom will be held on Friday 7<sup>th</sup> July this year, with the theme of Hollywood Glam. Tickets will be on sale from the 8th May at a cost of £20 (payment can be made by cash or cheques made payable to Robert Smyth Academy). The Prom will start at 7.00 pm and finish at 10.00 pm. It is open to all students with an excellent record of behaviour, and those students who do not meet this requirement will be informed in due course. Parents/guardians in receipt of certain benefits can apply for financial assistance - please write in confidence to Mrs Eddy, Prom Committee if you feel this applies to you. We are looking forward to a fabulous evening and a wonderful way to celebrate the end of the examination period.

May I take this opportunity to wish Year 11 students a very successful exam period.

Do take a look at the revision part of our website, and please do not hesitate to contact the Academy if you have any questions.

Yours sincerely,



**R Taylor**  
Acting Principal