



Date: 28 April 2023

Dear Parent/Guardian

### Year 11 Exams and Study Leave

With GCSE Practical and Speaking Exams already underway, and external written GCSE examinations beginning in two weeks, we are writing to clarify the arrangements over the weeks ahead.

#### **Exam Information and Preparation**

We have published a lot of exam information, policies and preparation guidance on our school website. To access these please visit [Exam Information Summer 2023 | George Stephenson High School \(gshs.org.uk\)](https://www.gshs.org.uk/exam-information-summer-2023).

These include guidance on well-being during exams as well as providing guidance on revision and study itself. As an example, the guide talks about how much revision students should be doing each day. Although there are no hard and fast rules, in general students should be aiming for at least 2 hours per day on school days and slightly more during weekends and holidays, but it is also important to take regular breaks. Revision should be broken down into small chunks and done away from distractions such as mobile phones.

#### **Study Leave Arrangements**

We believe that it is best for students to remain in school for as long as possible during their exams. However, we recognise that as the exam season progresses students will have fewer and fewer exams remaining, and that they may wish to do some of their studying at home at this point. We would therefore like to make our expectations clear.

- 1) Year 11 students should be in full uniform for the remainder of Year 11, including for all examinations.
- 2) Year 11 students must attend their normal timetabled lessons up until May half-term (Friday 26<sup>th</sup> May).
- 3) After half term (from Monday 5<sup>th</sup> June), Year 11 students should continue to attend lessons in those subjects still to be examined. They should also attend lessons for vocational courses until they have written confirmation from their teacher to say that they have completed all units towards their final grade. When all the exams in a subject have taken place, students have two options regarding how they use this time.
  - Students can continue to attend normal lessons in school. They should bring their own revision materials to lessons in subjects where exams have been completed. There will be a signing in/signing out process in place during this period, which students must follow.

Southgate, Killingworth, Newcastle upon Tyne, NE12 6SA

T: 0191 216 1115

E: [enquiries@gshs.org.uk](mailto:enquiries@gshs.org.uk)

W: [www.gshs.org.uk](http://www.gshs.org.uk)

**Headteacher:**

Peter Douthwaite BSc (Hons)

**Deputy Headteacher:**

Kathryn Williams BA (Hons)

**Deputy Headteacher:**

Louise Dunn BA (Hons)



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- Students can study at home at the times when they have subjects where exams are already completed. **If you wish your son/daughter to do this, please let us know using this link** <https://forms.office.com/e/L6nF7552KW>
- Students should also carefully check their examination timetable and make sure that they are in school on time for all examinations.

## **Leaving Arrangements**

When students have completed their final examination, they are no longer required to attend school. The last exam involving Year 11 students takes place on Wednesday 21 June, although many finish on the previous Friday. However, students also need to be available on the exam contingency day on Wednesday 28 June. We also expect all Year 11 students to attend school for the Year 11 Leavers Assembly on Thursday 29 June. Students will be asked to register in the Hall at 8.40am prior to the start of the assembly. They will return any outstanding books and equipment belonging to the school, including any laptops which may have been provided to students. They will then pick up a 'clearance certificate' which must be authorised by the school prior to them leaving.

## **Results Day Arrangements**

GCSE Results Day this year is on **Thursday 24 August**. We will provide you with more details about this, nearer the time. If students are unable to pick up their results in person on the day, there are several options available, but you must contact us in advance to arrange these.

- You can request that results are sent to your school email address.
- You can arrange for a named person to pick up results for you. If this person is not known to school staff, they will need to provide photographic ID on the day.
- You can ask for results to be posted to you, but you will need to provide a stamped addressed envelope in advance. There will be a delay in results reaching you.
- We cannot issue results over the telephone under any circumstances.

## **Year 11 Important Remaining Dates 2023**

|                    |  |
|--------------------|--|
| Monday 15 May      | Written GCSE exams begin                         |
| Monday 5 June      | Optional study leave begins (with permission)    |
| Wednesday 21 June  | Final Year 11 GCSE exam                          |
| Thursday 22 June   | Year 11 Prom (evening)                           |
| Wednesday 28 June  | Exam Contingency Day                             |
| Thursday 29 June   | Year 11 Leavers Assembly & Official Leaving Date |
| Thursday 24 August | GCSE Results Day & NE12 Sixth Form Enrolment     |

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We would like to send our Year 11 students and parents our best wishes for the next few weeks. We hope that you will find this information useful and thank you for your continuing support. Please do not hesitate to contact us if you have any queries or concerns.

Yours sincerely

MR P DOUTHWAITE  
Headteacher

MR S TYSON  
Assistant Headteacher

Southgate, Killingworth, Newcastle upon Tyne, NE12 6SA

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