



Friday 6th May 2022

Dear Parent/Carer,

As we approach the main exam period beginning on Monday, 16th May, I write to you to give you some information regarding this period.

Study Leave

All pupils will be expected to attend school as normal throughout the exam period. We will not be permitting 'study-leave'. The best place for your child during the exams is in front of excellent subject specialists. Absence will be recorded as unauthorised. Pupils will be given exit timetables during the exam period where they will be directed to the subjects yet to be examined once they have finished all their exams in a particular subject. The only exception to this, is if pupils have an afternoon exam, after which they will be allowed to go home.

Year 11 Support

We continue to offer a variety of support packages for pupils. Pupils are encouraged to attend a private study area that has been created specifically for year 11s this year and can be accessed throughout any unstructured time in the day as well as before and after school. English, maths and science are running 'breakfast clubs' aimed at giving pupils additional support in key examined areas, and all subjects continue to offer after school revision sessions, including coursework catch-up sessions which we strongly encourage all pupils to attend as part of their revision countdown.

Pupils have also been invited to attend school on a Saturday to take part in additional sessions in Geography, History and Science. If your son/daughter would like to attend these additional sessions, they should speak to Mr Fugill.

Arrangements for when pupils have exams

Pupils may have exams in either the morning or the afternoon. If pupils have a morning exam, they will be expected to be in school by 8.30am at the latest.

At 8.40am all pupils sitting an exam will attend an exam preparation briefing. These sessions will be led by the subject or faculty leader and are aimed at calming pupils and ensuring they are ready before their exam. These sessions



are an important part of the pre-exam routine, and it is therefore critical all pupils attend.

If pupils have an exam in the afternoon, they will have their exam preparation briefing during their normal Period 3. They will then have lunch, and exams will start between 1.00 and 1.30pm. Pupils will then be allowed to leave once they have completed their exam.

Pupils must remember to bring a full set of equipment in a clear pencil case to each exam. This must include but is not limited to:

- At least TWO black pens
- A pencil
- A rubber
- A ruler
- A protractor
- A calculator

If pupils do not have this equipment, they must speak to their tutor who will be able to provide them with this equipment (except a calculator), so they are prepared for the exams.

I also want to take this opportunity to remind you about the zero-tolerance policy on mobile phones in exams. Under no circumstances should pupils have any electronic device on their person when in an exam, and the exam regulator have recently updated their guidance to ban all watches. If pupils are worried about leaving electronic equipment in their bags during their exam, we suggest they simply leave them at home.

Prom

The Ellis Guilford Prom will take place on Thursday, 21st July at The Ellis Guilford School. Our pupils are immensely excited and have already started planning what this special event will look like. It is a night that promises to be filled with fun, amazing food, great music; a night that will last long in the memories of our pupils.

The prom will be 'engagement-related' and as such I want to share with you the criteria for attendance and ticket pricing.

Although **all pupils must have an attendance of over 93% during the exam period (starting w/c 9th May) to be able to attend the prom**, we are also offering further incentives that may result in all or part of a pupils' prom ticket being paid for.

There is already an engagement related rewards package in place, where pupils with 98% attendance beginning Monday, 9th March until the end of the exam period will have 100% of their reward ticket paid for.



For pupils who have not been able to achieve this, we are offering a further incentive, where pupils who attend school for 100% of the remaining sessions beginning Monday, 9th of May until the end of the exam period will have 50% of their prom ticket paid for.

It is also important everyone's behaviour is excellent during this period. Therefore, any pupil suspended from school or any repeated time in Reflection will result in them not being permitted to attend the prom. Also, failure to attend any GCSE exams or assessments will also result in pupils not being permitted to attend.

In recognition of exemplary performance, students engaging fully with the support offer, whilst also maintaining a 100% record of attendance, will also be entered into prize draws and have the opportunity to win some incredible prizes. Prizes will include iPads, Amazon vouchers and Professional Prom Make-up sessions. These will be announced in the final assembly on Friday, 24th June.

Please note that attendance and behaviour figures will be taken from Monday, 9th May through to each pupils' final exam in accordance with their Exit Timetable that will be issued after half-term. Genuine absence through illness/injury that is supported by a medical note from a doctor, will be authorised and therefore will not impact their Prom performance criteria. For fairness and clarity, no other absence, including that caused by general illness, will be authorised.

We will track your child's attendance, engagement with the support strategy and their behaviour and adjust the cost of their ticket accordingly. Balances to pay will be shared with you, closer to the date.

More information about the Prom will follow.

What to do if your child is unwell before an exam (including respiratory illnesses, flu and covid):

The NHS have confirmed that Covid testing should not be done unless you have certain medical conditions, and you need to test to get special medicines. Covid is now classed alongside other illnesses and will be treated as such for exam purposes.

If your child has a high temperature, is very unwell and cannot physically leave the house to come to the exam, please ring school as early as possible on the day of their exam to discuss this with senior exam staff, who will advise you what action needs to be taken. In certain circumstances school may be able to apply for dispensation.

If your child has mild cold symptoms, stomach, or headaches etc, they will be expected to attend their exam.

In the rare event that your child has had to be tested for Covid-19 for medical reasons and this is positive, please contact school as soon as possible to speak to senior exam staff who will advise. Proof will be requested of this



circumstance. If in this circumstance your child still feels well and wants to attend for their exam, measures can be put in place to accommodate this in school.

Please contact school as early as possible in any of these circumstances by ringing 01159131338 and asking for Hayley Wyer or by emailing hayley.wyer@ellisquifordschool.org.uk to resolve any issues.

If you have any questions regarding the information contained in this letter, please contact enquiries@ellisquifordschool.org.uk

Yours sincerely,

Mr Fugill

Vice Principal