

ST GEORGE'S SCHOOL



YEAR 13
FINAL ARRANGEMENTS 2019

ARRANGEMENTS FOR LAST DAY OF TEACHING

TUESDAY, 14TH MAY 2019 is the last day of full-time attendance for Year 13, although they remain on roll until the end of July. This date allows the School to maximise teaching time whilst still giving students a period to consolidate their learning before the main examination sessions begin.

On this day students have made arrangements for time to say their goodbyes in both a fun and formal way. The day begins with normal registration and the normal Sixth Form Dress Code is expected. We will send home any student not complying with this rule, unless we can clothe them in our own range of 'spare' Sixth Form uniform.

After registration students will go to the Dining Hall where there will be a complimentary 'Second Breakfast' available consisting of croissants, bacon/sausage butties, fruit salad, yoghurt, fruit juice, etc. There will then be an awards ceremony. Following this, Mrs Edmunds will be giving out the School Year Book to *those who ordered this in advance*. Students will then have the opportunity to gather as many signatures and messages as possible from their peers. Staff will be able to join this 'messaging celebration' with the Year 13s; coffee and tea will be available from 10.30 am to 11.05 am.

At 11.05 am we will move to the Chapel for a final, formal service, where the students' leaving certificates will be presented. Parents/Guardians are very welcome to attend this service (please be seated in Chapel by 11.15 am at the latest), after which the students will be dismissed at around noon, through the main doors, handkerchiefs at the ready.

Art students, however, will then need to go to the Old Gym to take down their exhibitions and help clear the space for lettings in the evening.

We hope all students conform to our usual expectations of behaviour both on site and off during the day, and do not cause any discipline procedures to be instigated due to high spirits as this would make a sad end to their School career, including their attendance at the Ball (with no refunds).

NB: A letter has been sent out separately regarding the ordering of Leavers' Hoodies. Any hoodies which are ordered, but not collected before leaving should be collected from Goddard Reception but before the end of the summer term 2019 otherwise they will be donated to a charity.

YEAR 13 LEAVERS' BALL

The Leavers' Ball will be held at Aldwickbury Golf Club, from 6.30 pm to 11.00 pm on **Friday, 17th May 2019**. We hope this will be an enjoyable occasion, with both students and staff joining in this celebration. Students should remember that attendance at the Ball carries with it a set of etiquette rules, which we expect them to meet to ensure the bond cheques can be subsequently destroyed. Should any behaviour prove unacceptable and spoil the event for others, we will call the parents/guardians to collect the offender(s) and consider if the offence should be placed on their School record.

STUDY LEAVE

After 14th May 2019 Year 13 students should only be on the School site for official School business and dressed in Sixth Form uniform, including ID badges. For health and safety reasons we need to know who is on site, so students will need to sign in/out at Aim Higher if attending revisions sessions, or gaining support from teachers at agreed times. For examinations, students are registered in the venue of the examination.

Students are permitted to use the Sixth Form Study Areas (subject to availability) during the study leave period for private revision. Any students using the Sixth Form Study Areas must sign in/out at Aim Higher. Students are still subject to the normal Sixth Form Rules and expectations, including the Sixth Form Dress Code. Boarders may not come on to site to buy food from the Refectory as a 'take away'. What is bought in the Refectory, stays in the Refectory.

WORK ETHIC & ATTITUDE

In the final weeks of School, some students can find compliance with our expectations particularly onerous, due to a sense of readiness for the world beyond, or perhaps in fear of such realities! For many the final lessons are a matter of consolidating learning or re-visioning work to help prepare for examinations; these lessons are carefully prepared by staff to support students. Students should maximise this last chance to gain professional help and respect these opportunities. Enthusiasm for learning and conforming to the uniform code and attendance requirements are key to maintain the 'right' attitude for the business-like atmosphere we expect. Any student who decides to affect this by not meeting our expectations will potentially face the consequences of being sent on study leave before the end of term with the loss of all access to end of year events and support (Leavers' Day and Ball, with no refunds). Any subject teacher complaining of a student who is affecting the learning of others can trigger the student's removal.

VENUE OF EXAMINATIONS

All students have been issued with a personal timetable showing the room and seat number for each examination. It is also displayed on one of the notice boards outside the Exams Office from 24 hours beforehand. Please note that the Exam Timetable is available on the School Website in the Exams Area (link on the home page).

Check the date, day, am/pm, venue, and seat number and arrive 15 minutes early as examinations can start 10 minutes before the time shown.

Check you have a black pen (and a spare), and a calculator if you need to use one. We do not always have sufficient 'spares' for everyone. If using a graphical calculator ensure you know how to put it into exam mode. No phones, watches or calculator lids in any exam venue.

ILLNESS DURING THE EXAMINATION PERIOD

Students who are unable to attend an examination due to illness **must** telephone the Exams Office on 01582 716242 or 01582 716272 as soon as possible, leaving a voicemail message if necessary. A Doctor's note must be obtained and passed to the Exams Office within 5 days if an application for special consideration is to be made.

16-19 BURSARY FUND

Students who receive this benefit will be paid up until the end of June when the examination session finishes in order to cover expenses relating to coming into School for examinations. Payments cannot be paid to any student who has missed a scheduled examination.

BOOK/BURSARY EQUIPMENT RETURN

Book/Bursary Equipment Return Day is on **Thursday 27th June 2019 period 4** in the **Assembly Hall**.

Students who have locker keys on loan to them must return these to their Head of House. Parents/Guardians will be billed for books that are not brought back. If students 'improvise' book return by abandoning books in departmental offices at other times, or handing them into the staff room, they should not be surprised if they are billed, and expected to pay that bill, as we will have no record of the books being returned.

Bursary equipment which has been loaned to students must be returned to Miss Morris; these include calculators, cameras, art portfolios, text books and laptops. Parents/Guardians will be billed for any unreturned/lost/defaced bursary equipment.

SIXTH FORM ID CARD & LANYARD

Students also need to return their Sixth Form ID card and lanyard on Book/Bursary Equipment Return Day period 4 in the Assembly Hall to have their deposit refunded, or lose their deposit.

FINAL FAMILY COMMUNION SERVICE

This is scheduled for **Sunday, 14th July 2019** at 10.00 am. All departing students and their parents/guardians are invited to attend this special occasion.

EXAMINATION RESULTS

A Level Results Day is **Thursday, 15th August 2019**. A letter outlining exactly when and where students can collect their results is available on the School Website (Exams > Exam information).

A LEVEL RESULTS DAY – GUIDANCE AND SUPPORT

Remember to use the 'Post Results' pages of advice in the 'Going SomeWhere?' booklet.

Following your results, guidance and support will be available as follows:

15th August 2019	10.00 am – 1.00 pm	Miss Morris and Mrs Tweeddale available in the Sixth Form Centre for drop-in sessions.
16th August 2019	9.00 am – 12.00 pm	Miss Morris and Mrs Tweeddale available in their offices by appointment. Please telephone Mrs Warden in advance on 01582 716254 to make an appointment.

EXAMINATION CERTIFICATES

Certificates will be available from early December 2019. **NO further reminders will be issued, but a notice will be placed in the Head's newsletter when they can be collected.**

These are important documents, and students should make suitable arrangements to collect them as outlined in the letter mentioned in the paragraph on Examination Results above. Please note that no certificates will be posted out unless the appropriate fee has been paid, and we reserve the right to destroy certificates not collected within a year of issue.

EXTENUATING CIRCUMSTANCES

Where a student's Year 13 has been significantly impacted by medical or social problems we will discuss what forms of support we can offer during the year. Any student to whom this might apply will already have had an in-depth discussion with their Head of House and arrangements, such as repetition of a year, will already have been agreed or denied. Requests for consideration for repeating because of poor results will not be considered. The Exams Office may be able to help a student who wishes to make a private entry to re-take examinations in June 2020.

If a student experiences severe problems during their examination period (having reported these at that time to the Exams Office), they could also inform the university, institution or employer of these extenuating circumstances (along with evidence, which may require the purchase of a Doctor's letter) so that these can be given due consideration by them, **before** Results Day. The School can then send a supporting message where necessary.

LEAVER STUDENTS APPLYING THROUGH UCAS FOR 2020 UNIVERSITY ENTRY

A small number of students have chosen to await their A Level results before deciding whether to apply for university entry; others withdrew from the 2019 UCAS round and may need to begin a fresh application this autumn. It is best for such students to still apply through St George's so that we can see what the student is applying for and adapt the reference accordingly. This will mean that in September they need to contact their previous referee to request a reference, along with their Head of House, whilst informing Miss Morris or Mrs Tweeddale that they are applying as an Old Georgian, using the buzzword: cecilgrant20. Parents/Guardians must understand that we will do our best to help such students but, as they have left and are beyond our reach, we cannot supervise these students and monitor their application as we do our current students. Students can refer back to their 'Going SomeWhere?' booklet for guidance on Gap Year applications and for a range of options and advice.