



ST GEORGE'S SCHOOL

Miss Helen Barton MA
Headmistress

November 2018

Dear Parents

YEAR 13 INTERNAL WRITTEN PAPERS - MOCK EXAMS – STUDY LEAVE 2019

From Tuesday 8th January 2019 to Wednesday 23rd January inclusive, all Year 13 students will be granted the privilege of coming into School for their written, internal Mock Exams only. Lessons restart on Thursday 24th January. **Students attending an exam scheduled for a 9.00 am start must go to their normal tutor base to register at 8.40 am, and then go immediately to the exam.** Please note that afternoon exams start at 1.30 pm. Students doing an *afternoon exam* should go straight to the exam room itself.

When not in School for an exam, students are expected to be studying at home, as they would for their Y13 A Level exams next Summer. If students have a number of exams during the same day, they are permitted to study in school, in between their exams. Boarders are expected to return to the Boarding Houses to study, unless they have special dispensation, which has been agreed with Mr Timmins, Director of Boarding.

To keep track of which students are in school, we request the following:

- Students with a 9.00am exam should register in their tutor base before going to their exam venue. If they have no further exams that day they should leave school site as soon as possible. Students who need to be in school for longer should sign in at Aim Higher and work in the Sixth Form study area.
- Students who wish to leave school in between exams should sign out at the Aim Higher reception.
- In the event of a Fire Alert, Students in exams must exit the exam venue and will be supervised by their invigilators outside the venue. Students in other areas of the school must proceed to the MUGA and line up separately to their tutor bases as directed by staff. This also includes Boarders who may be in studying in the Boarding Houses.

Y13 Art Mocks are scheduled for the 10th and 11th of December 2018. Y13 Music Practicals are scheduled from Thursday 28th February to Monday 4th March 2019. The final, Y13 Drama Assessed Practical is on Thursday 4th April 2019. Further details will be provided by the respective departments.

The examinations timetable is available on the Exams section of the School Website, <http://www.stgeorges.herts.sch.uk/Exams/Exam-Timetable> and is displayed on the board outside the Exams Office. Every student will also have received a personal timetable showing times and venues of all written papers. It is each student's responsibility to know which examinations they are required for and to be on time for them and in full School uniform.



We would impress on students in particular that:

- They **may not** do any paid work during the school day in the study leave period.
- **If students come on site during this period, full uniform must always be worn.**
- Students must not take advantage of being out of normal lessons to visit other secondary schools' sites.

A small number of students may have the privilege of study leave revoked without warning if conduct and attitude during the Mocks is not satisfactory: such students would be required to come into School to work under supervision while not in exams. If students show they cannot be trusted to use study leave properly, they may not be granted this privilege in May/June.

Students must return to School on Thursday 24th January 2019

Illness during the Examination Period

Students who are unable to attend examinations due to illness must telephone the Examinations Office on 01582 716242 or 01582 716272. As soon as the candidate is fit to resume exams, please inform Mr McGillivray so attempts can be made to reschedule the missed Mock papers within the examination period.

Please complete the reply slip below and return it to your son/daughter's tutor by Monday, 10th December 2018.

Yours sincerely

D Waters

Assistant Headteacher

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REPLY SLIP

Year 13 Mock Exams – Study Leave 2019

Student's name: _____ Tutor: _____ House: _____

I have received the letter regarding study leave arrangements for Year 13 students.

Signed: _____ (parent/guardian)

PLEASE RETURN TO YOUR SON/DAUGHTER'S TUTOR BY MONDAY, 10th DECEMBER 2018.