



RED HOUSE  
SCHOOL

36 The Green  
Norton  
Stockton-on-Tees  
TS20 1DX

01642 553370  
office@redhouseschool.co.uk  
www.redhouseschool.co.uk

25 April 2017

Dear Parents

### YEAR 11 GCSE EXAMINATIONS 2017

I would like to take this opportunity to give you more details about the organisation of the forthcoming examinations. I am also enclosing a copy of your son/daughter's individual **GCSE Timetable**. Please check that your son/daughter's personal and entry details are correct and report any problems, errors or omissions to me as soon as possible.

The Photography & Art Controlled Assessment will take place on Wednesday 3 and Thursday 4 May.

I am also including information regarding study leave; lunchtime supervision for pupils with exams in **both** the morning **and** afternoon sessions; exam requirements for the exam period; and how to collect your son/daughter's GCSE results. Please read all of the information carefully and, if necessary, **complete and return the yellow slip regarding lunchtime supervision during the GCSEs**.

It is essential that pupils strive to make the most of the time that they have left in school by focussing fully on their studies throughout this time. Therefore, 'Leaving Books' will not be allowed in school until the final week (i.e. the week beginning the 8 May). They **must not** be brought into lessons at any time.

If you have any concerns or questions regarding the GCSEs, please do not hesitate to contact me.

Yours sincerely

Miss M Sweeney  
Examinations Officer

## YEAR 11 GCSE EXAMINATIONS 2017

Please read the following carefully:

- Year 11 **Study Break** will begin at **midday** on Friday **12th May 2017**. From this date, you are to revise at home and are only required to come into school for your examinations.
- If you need to see a member of staff about revision, contact him/her to arrange a suitable time. You must wear school uniform when you come into school.
- Examinations begin at **9am** and **1.30pm**  
You should be outside the examination room 15 minutes before the actual starting time.  
It is your responsibility to ensure that you are in school on the correct day at the correct time.  
When two exam papers are timetabled at the same time, they will run consecutively.
- **Normal school rules apply**. School uniform must be worn, including your blazer and your normal school shoes. (You do not need to change from shoes into trainers). Hoodies, jewellery and makeup must not be worn.
- All necessary equipment (e.g. pens, pencils, rubber, mathematical instruments, and calculator) must be contained within a **clear** plastic bag or pencil case. **You are not allowed to borrow equipment from other students when the exam is in progress**. You must write your answers in **BLACK** ink. Answers must not be written in gel pen or pencil. Highlighters, tipp-ex and correction fluid are not allowed. If you make a mistake, then rule it out. Remember that any rough work should also be ruled through and handed in with your paper. Make sure that you have a spare pen! You must also remove your calculator from its case.
- **Students will not be permitted to wear any interactive watches (e.g. Apple watches) – if any student is wearing an i-watch with storage/internet capability during an exam, they will be subject to a penalty or possible disqualification.**
- **Sweets and chewing gum are not allowed**. If you wish to bring a drink to the exam room, it must be **water** in a bottle with a screw cap. The label on the bottle must be removed before it is brought in to the exam room.
- **\*\*\*You must remain in school if you have an exam in both the morning and afternoon sessions of the same day, unless we have written consent from your parents for you to leave the premises. Mr Usher (our Lead Invigilator) will have a list of those with permission\*\*\***
- **Text books** must be returned to the **relevant member of staff** on the day of the last examination in each subject. You must **not** leave them in the exam room, classrooms or the school office. **You will be charged for any un-returned books.**
- **GCSE results** will be available from school on **Thursday 24 August**. You may **telephone school** (01642 553370) or **come into school personally**, between 10am and 12 noon. If you would like your results posted to you then please notify Miss Sweeney.
- **English Literature Examinations** – please note that this is a “closed book” exam and no texts are to be brought into the examination hall.
- Please read the **INFORMATION FOR CANDIDATES** from the JCQ (Joint Council for Qualifications) carefully and follow the instructions in all the examinations you take.

**ALL MOBILE PHONES AND INTERACTIVE WATCHES MUST BE SWITCHED OFF AND PLACED IN THE YELLOW BOX AT THE FRONT OF THE HALL BEFORE EXAMS BEGIN.**

**LUNCHTIME SUPERVISION**

**The following guidelines are in place to ensure the safety of Year 11 students during the examination period, particularly at lunchtimes:**

It is important that Red House School has a record of students who are on the premises at all times, especially in the event of fire or any other emergency.

For this reason, all students who have a GCSE exam in **both** the morning **and** afternoon sessions **of the same day** must remain in school, unless Miss Sweeney has received the reply slip below.\*\*\*

Lunch will be served in the dining hall at **12.30pm**

Students who would prefer to go home for lunch may do so, **providing that the reply slip below has been completed by a parent/guardian** and returned to Miss Sweeney by the **28 April 2017**.

Students who only have an exam in the morning, and those going home for lunch, should leave the premises **immediately** after their exam has finished.

If students have an exam in the afternoon they should not arrive on the premises any earlier than **1pm**.

If students have an exam only in the morning but have permission to stay on the premises, they must inform Mr Usher **before** their exam begins.

Students remaining at school will be supervised by Mr Usher in either the sports hall or on the playing field.

Students **must not** occupy any other rooms in school during the break between exams.

Students are not allowed to eat, socialise or play games on The Green.

When wearing school uniform, they must be aware that they are representing Red House School

Miss Sweeney  
Examinations Officer

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\*\*\* PARENTAL PERMISSION TO LEAVE THE SCHOOL PREMISES \*\*\*

**I give permission for my son/daughter to leave the school premises on the dates ticked below** (when they have TWO exams per day). He/she will leave school immediately after the morning exam and will not return before 1pm on the following dates:

16 May       17 May       19 May       22 May       25 May  
 6 June       14 June       20 June

*Tick appropriate dates*

He/she will at no time be eating, socialising or playing games on The Green.

NAME OF STUDENT ..... FORM .....  
SIGNATURE OF PARENT ..... DATE .....

\*Return slip to Miss Sweeney by **28 April 2017**