



RED HOUSE
SCHOOL

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26 April 2019

Dear Parents

Year 11 GCSE Examinations 2019

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.

I am also including information about the following arrangements:

- Study leave
- Lunchtime supervision for pupils with exams in both the morning and afternoon sessions
- General conduct guidelines during the exam period
- 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 by **Wednesday 1 May**.

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 (ie week commencing 6 May). They must not be brought into lessons at any time.

If your son/daughter uses the school bus service, Mrs Bellerby will be in touch in the coming days to ask for clarity on any dates your child requires a seat on the school bus from the 13 May.

If you have any concerns or questions regarding the GCSEs, please do not hesitate to contact me:
marie.sweeney@redhouseschool.co.uk

Yours sincerely

Miss M Sweeney
Examinations Officer

YEAR 11 GCSE EXAMINATIONS 2019

Please read the following carefully:

- Year 11 **Study Break** will begin at **midday** on Friday **10 May 2019**. 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 pupils 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.
- **Pupils will not be permitted to wear any SMART watches (e.g. Apple/Fitbit watches) – if any pupil is wearing this type of watch with communication/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. Mrs Hutchison (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 22 August 2019**. 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 SMART WATCHES MUST BE SWITCHED OFF AND PLACED IN THE YELLOW BOX AT THE FRONT OF THE HALL BEFORE EXAMS BEGIN.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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**

Pupils 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 **Wednesday 1 May 2019**.

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

If pupils have an exam only in the morning but have permission to stay on the premises, they must inform Mrs Hutchison **before** their exam begins.

Pupils remaining at school will be supervised by Mrs Hutchison in either the sports hall or on the playing field.

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

Pupils 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

*** 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 (these dates will not apply to all pupils - see individual timetables and tick where necessary):

- | | | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> 13 May | <input type="checkbox"/> 14 May | <input type="checkbox"/> 15 May | <input type="checkbox"/> 16 May | <input type="checkbox"/> 17 May |
| <input type="checkbox"/> 21 May | <input type="checkbox"/> 22 May | <input type="checkbox"/> 23 May | <input type="checkbox"/> 4 June | <input type="checkbox"/> 5 June |
| <input type="checkbox"/> 6 June | <input type="checkbox"/> 7 June | <input type="checkbox"/> 11 June | <input type="checkbox"/> 12 June | <input type="checkbox"/> 13 June |
| <input type="checkbox"/> 14 June | <input type="checkbox"/> 17 June | | | |

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

Pupil Name Form

Signature of Parent Date

*Return slip to Miss Sweeney by **1 May 2019**