



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

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Dear Parents, Carers and Year 13 Students

We would like to update you on events that will be occurring over the coming weeks.

The last day for formal teaching for Year 13 students will be **Friday 10 May**. After this date students will be able to take study leave to make final revision preparations for their examinations. Whilst it is expected that the majority of students will be able to use the time wisely at home, we are offering a study facility in school for those who wish to take advantage of the opportunity. School uniform, including the school lanyard, must be worn whenever students come on the premises during study leave and students must sign in when they arrive on the school site in the usual way.

A leaver's celebration morning will take place on **Monday 24 June**. Students should arrive at school by 9.30am and meet in the Sixth Form Common Room; students will leave by 12pm. Students do not need to be in school uniform. We are working with the Senior 5, students and staff to plan activities for the morning. It is likely to include food, games, music, textbook return and a final assembly.

As part of these activities' students will need to hand in textbooks; it is essential that these school materials are returned for other students to use. It is important that all materials including lanyards, books from the LRC and Johnson gate fobs are returned and we will need to charge for any school materials which are not brought back.

The 6th Form leavers ball, arranged by the Senior 5 prefects, takes place on the evening of **Tuesday 25 June** at The School House, Weeford. Payment for this event should have been made via Parent Pay

IMPORTANT INFORMATION CONCERNING ALL STUDENTS TAKING PUBLIC EXAMINATIONS

At the beginning of the school year all examination candidates were emailed a link to the "JCQ Notices to Candidates" on the school website (www.keslichfield.org.uk). They should ensure that they are familiar with this for their written examinations. This can be found on the website under "School Life – Examinations – Written examinations". **THESE INSTRUCTIONS ARE IMPORTANT AND SHOULD BE READ CAREFULLY.**

As some of the examinations finish after the end of the normal school day, it is the student's responsibility to make arrangements for safe travel home.

It is the responsibility of each candidate to familiarise him/herself with the dates and times of examinations. The published starting times for examinations cannot be delayed for those late in arriving. Morning examinations all start at **9:00am**. Afternoon examinations all start at **1:15pm**. Candidates should be waiting outside exam rooms **at least 20 minutes before the start time**. It is the student's responsibility to ensure that they have with them all equipment they may need during the examination. Students must attend all examinations in school uniform and wear their school lanyards.

Students have all been issued with an individual timetable including the dates, times and rooms of examinations. They should bring this with them to school on each occasion to avoid any confusion. There is a general examination timetable on the school website which shows the date and time of each

examination. If, for any reason, a student misplaces their individual timetable they should visit the Exams Office in the Sports Centre well in advance of their next examination to check any queries over rooming arrangements.

Students know that they must behave appropriately during examinations. Any form of behaviour, in or around the examination room, which risks distracting other candidates will be dealt with promptly and as a matter of the utmost seriousness. Should this occur, I will invite parents of the individual concerned to come to see me to discuss the basis on which any further examinations may be taken.

I would like to remind you that exam contingency day is **Wednesday 26 June**. This day may be used in the event of a national emergency meaning that a day's exams have to be cancelled throughout the country. Candidates should therefore ensure they are available in the unlikely event that the boards take the decision to use this day. The afternoons of **Thursday 6 and 13 June** have also been designated as contingency afternoons.

Absence

If a student misses an examination due to illness, a telephone call to the school should be made as soon as possible on the day of the examination concerned. Please speak to a receptionist, do not call the absence line as the receptionist will be able to relay a message to the examination team. Candidates and parents/carers will be required to complete a self-certification form as evidence of absence due to illness.

- Any student who misses an examination for an unacceptable reason will be expected to pay the entry fee for that subject. A bill will be sent directly to parents.
- Should a student not present him/herself for an examination paper at the time required, a member of the Examinations team will telephone home to check the student's whereabouts.

Results Days

A level results day is **Thursday 15 August 2024**. Results may be collected from 8am to 10am in the Sports Hall. Senior staff will be available in the Sports Centre to discuss post results issues on results day. Post results services such as a review of marking, clerical check or access to scripts can be requested via the Exams Office on results day or on our return to school in September. Further details of the associated fees and how to request these services will be issued with results slips and on the Exams Page of our website.

You can ask to receive your results in a different way in advance. These requests must be made by the student only, **not** parents / carers.

You can name someone else to collect your results for you (ID must be shown by collector). Students should make requests giving their permission for another named individual to collect their results in one of the following ways:

- Email examsinfo@keslichfield.org.uk from your school student email account by Thursday 20 July. (If unforeseen circumstances mean you cannot attend in person as expected, you can email up to the day before results day)
- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Thursday 20 July. It must be marked for the attention of Mrs J Welch, Exams Officer. (The person collecting the results can also bring the letter with them on the day if unforeseen circumstances mean you cannot attend in person as expected)
- Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements.

- Results can be requested by post by bringing in a stamped addressed envelope to Main Reception in the Sports Centre by Tuesday 19 July. It must be addressed to the student not the parent and clearly marked 'Year 13 Exam Results'. A C5 envelope (162 x 229 mm) will be sufficient and only requires a normal stamp. If you use a larger envelope, you must ensure you use a large letter stamp. The school does not receive incoming post during the summer holiday period, so do not send letters or SAEs by post. We are not allowed to put results in the post until the results day itself. They will not therefore be received until the following day at the earliest.
- If there is no alternative method for receiving results, they can be sent by email. This must be requested by the student from their school email account or as detailed above. Students must give permission for to results to be emailed to any address other than their own school account. Please note that emailed results will be sent after candidates attending in person have collected their slips in the Sports Hall. This may not be until later in the day. If you need your results earlier in the day, please arrange for someone to collect them in person.

Any uncollected results will be emailed to student school accounts later on results day. It is therefore essential that students are aware of the log on details for their school email account. Please note that students who are leaving school this summer will only have access to their school email accounts up to 27 August 2024.

In the event that we are unable to open the school, parents will be contacted via text message with further information about alternative arrangements. This information would also appear on our website.

Certificates

Certificates are not posted out as they cannot be replaced. Students will need to collect them in person. Further details will be provided regarding when they can be collected. We will not receive them in school until late 2024. Your certificate is the only accepted proof of your achievements. We hope to run a presentation evening, to present certificates and awards, towards the end of the first week back in school after Christmas.

Mr Youngs, a former Headteacher, endows a monetary prize for 'All round commitment, service and endeavour' applications for this prize are invited from leavers. A short written application marked for the attention of the Headteachers' Secretary (PA), should indicate what you have contributed in two of the following five areas of activity:

1. Performing Arts (eg. Music, drama, backstage etc.)
2. Creative Arts (eg. Poetry, magazine writing, essays, debating)
3. Sport (eg. Team sport at any level)
4. Service (eg. House organisation, charity collection)
5. Duke of Edinburgh Award (Gold, Silver or Bronze)

Thank you again for your support over the past two years and we hope the remaining weeks of Year 13 are positive for all involved. We would like to take the opportunity to wish you all success in your future.

Yours sincerely




Ms J Rutherford (Headteacher)

D J Butler (Assistant Headteacher/Head of Sixth Form)