



RAINEY ENDOWED SCHOOL

29 April 2016

To: **All GCE A2 and AS and GCSE pupils and their parents**

Details of **Home Study Leave** for the 2016 external examinations are as follows:

Last day of term for Year 12 pupils – **Friday 6 May**

Last day of term for Year 13 pupils – **Thursday 12 May**

Last day of term for Year 14 pupils – **Thursday 5 May**

After these dates, pupils are expected to **study at home** and make final preparations for their forthcoming examinations. Up to and including these dates, pupils are expected to attend classes where teacher-led revision, practice paper questions and final examination preparations will take place. **Any pupils engaged in any unacceptable behaviour or behaviour which is likely to disturb or disrupt other pupils in class will be sent home.**

Following the start of Study Leave, pupils should only attend school when they have an examination and should report to the Johnston Hall, via the Johnston Hall entrance, **no later than 15 minutes** before the timetabled start of the examination. If they have no other examinations on that day they must return home. If they have an examination in the afternoon, supervision will be provided to allow pupils to revise in the Study Centre. It will not be possible to provide supervision at any other times and therefore **pupils cannot be permitted to come to school to revise while on Home Study leave.**

During study leave, pupils who wish to speak to a member of staff or who are attending revision classes **must wear full school uniform when coming to school. For Health and Safety and Child Protection reasons, all pupils must sign in at the office to register that they are in school at that time. Pupils who do not comply with these procedures will not be allowed into school.**

The Examinations Officer, Mr Winters, has distributed important documentation to all pupils in Years 12-14:

- 'Individual Candidate Timetable'; 'Notice to Candidates' and a document 'Important Examination Information for Pupils and Parents – Summer 2016', including information on the Post Results Service produced by Examination Boards. Parents/pupils should also check appropriate Examination Board website.

It is important that your son/daughter has all these documents and I would ask you to discuss the contents of each with them. In particular, I would draw your attention to the **regulations regarding mobile phones** and the consequences of being found in possession of a mobile phone or any electronic device. Our advice is that mobile phones **must not** be taken into the examination room and **should not** be left in school bags outside the hall as the school cannot accept responsibility if the phone goes missing. Please ensure that your son/daughter has highlighted clearly the times when each of their examinations will take place. Each year a number of pupils have to be contacted because they have not

turned up for a scheduled examination. Late entry to an examination is at the Chief Invigilator's discretion.

Please note that school uniform must be worn when pupils attend school for an examination. Pupils turning up for an examination, without the proper school uniform or who do not comply with the School's Code of Conduct, will not be given permission by the chief invigilator to enter the examination room. It is important to note that the School's Code of Conduct and Uniform Policy are not relaxed during the examination period. Examination rooms are invigilated under the JCQ regulations.

If your son/daughter is ill on the day of an examination and unable to attend, please contact the school office **as soon as possible**.

Please inform Mr Winters, Mr Healy, Mr McClements or Mrs Ferguson of any exceptional circumstance e.g. illness or bereavement which may affect your son/daughter's performance and for which special consideration may be requested. This is best done **at the time** and not left until later since applications for special consideration must be submitted to the Examination Boards **within seven days**. Medical evidence eg a GP's letter, may be required to support a claim for special consideration.

All school text books must be returned to departments as arranged, normally at the end of the last examination in each subject. Library books must also be returned before the end of term otherwise a charge will be incurred.

Results will be available for **collection by pupils** in the Study Centre **from 9.15 am** on the following dates:-

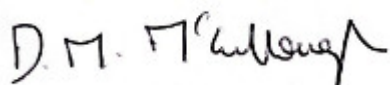
GCE AS & A2	Thursday, 18 August 2016.
GCSE	Thursday, 25 August 2016.

Year 14 pupils will be provided with a password to download **CCEA CGE results** only on Thursday 18 August. The passwords will be distributed by the Chief Invigilator and must be kept safely.

Please note that it is not possible to give results by telephone. If it is not possible for results to be collected in person by a pupil, then written permission should be provided for a relative to collect the results. Please speak to Mr Winters, Mr Healy or Mr McClements about this.

All Year 12 pupils must attend an interview with members of the Careers Department on Thursday 25 August to confirm post-GCSE choices. Interview appointments can be arranged, prior to this date, through the school office during the month of August. It is very important that pupils attend for interview on this date as term will start for Year 13 pupils on **Wednesday 31 August**. If it not possible to attend at this time, please contact Mr McClements or Mr McDonnell.

Please contact Mr Winters (Examinations Officer), Mr Healy or Mr McClements if you have any questions regarding any of the above matters.



D M McCULLOUGH
Headmaster

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