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4th May 2017

Dear Parents, Carers and Students

As the GCSE exams approach I am writing to confirm arrangements for the final few weeks at Fairfield. Our aim is to make this time as positive and supportive as possible, so that all students are able to achieve the best they can in their exams.

Lessons will continue as normal, with some alterations to the timetable to allow for extra revision lessons as detailed on the enclosed timetable, up to half term (beginning on Monday 29th May). **Students will be expected to remain in full school uniform as normal throughout this period, for revision classes and for all their exams (i.e. whenever they are in school).** There are already GCSE exams taking place in practical subjects but the main written exams begin on the week of Monday 15th May. Your child has already been issued with their individual exam timetable and there is a copy of the main exam timetable on the website.

All students are expected to be in lessons as normal or in a revision lesson (see attached timetable) if they are not in an exam; staff will be teaching critical exam practice and skills and helping students to revise. The revision sessions are carefully planned to be as near to the exam as possible, in order to help students focus on specific subjects. We will not authorise absence for students who do not attend school or revision classes as normal.

After the half term break students will only be expected in school for organised revision sessions or for the actual exams. **Students must come to school in uniform at all times and must sign in and out so we know who is on site.** Revision at home is very important during the whole exam period; please support us by ensuring that your child has somewhere quiet to revise, eats and sleeps sensibly and is able to get to school for exams in plenty of time. If your child is ill, or there is any difficulty in getting to an exam, please let us know immediately so that we can put appropriate measures in place. We are aware that sometimes the school buses are late, and we will ensure that all students get their full allocation of time if this happens.

As in previous years, we will be celebrating the last formal day of school for Year 11 on the Friday before half term (May 26th). Students will be in normal lessons or exams during the morning and with their tutors during lunchtime and period 4. During this time, students will be allowed to sign shirts or leavers' books if they wish to. There will then be a special leavers get together followed by a Key Stage 4 assembly during period 5. Students will be expected to attend this assembly **in full school uniform**; there will be **no signed shirts** allowed in the assembly. Therefore if they have had their shirt signed they will need to bring a clean shirt for the assembly, either on the day or beforehand (shirts may be left with tutors). Students who do not bring in a clean shirt will miss the assembly and will be supervised in a classroom by a member of staff; we have *never* had to do this in the past and we really hope this action will not be necessary this year either. This will be their last formal occasion as part of Fairfield; it is an important milestone for all of us and we would like to be able to celebrate it with them.

May I also take this opportunity to remind you that students are legally in full time education until Friday 30th June and so may not begin full time work until after that date.

Finally, we look forward to seeing all Year 11 students at the Prom on Friday 30th June.

Exam results will be available for students to collect from school on **Thursday 24th August from 11am** onwards.

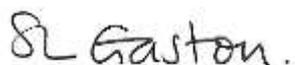
We do hope that students will come to collect them in person – we want to share in their success and we will also be on hand to help if things have not gone as planned. If the student cannot pick them up in person, **we are not allowed** to give them to anyone else by hand, by email or on the phone unless we have a signed letter from **the student** (*not parents*) giving someone else permission to collect them. This is part of the exam board regulations.

Any results which are not collected by 2pm will be posted first class to your home address, so they should be received by the next day.

In the autumn all students and their parents and carers will receive an invitation to join us for Presentation Evening when we look forward to celebrating students' time at Fairfield and formally present GCSE certificates and school awards. Further details about Presentation Evening will be sent home in October.

Thank you for all your support in working together with us to ensure that your child achieves the best GCSE grades they can in the summer.

Yours sincerely,

A handwritten signature in black ink that reads "Sue Gaston". The signature is written in a cursive, slightly slanted style.

Sue Gaston
Head Teacher