

# **ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**



## **IMPORTANT INFORMATION AND KEY DATES FOR YEAR 11**

**MAY - SEPTEMBER 2019**

# YEAR 11 – GCSE EXAM BRIEFING 2019

## Points for Year 11 pupils and parents:

- Read carefully the '**notice to candidates**' sheet which has been issued to each student taking public exams this summer. Pay particular attention to the instructions relating to:
  - calculators;
  - corrector pens;
  - mobile phones, iPods, smart watches etc.

(PLEASE NOTE THAT MOBILE PHONES, ANY OTHER WEB ENABLED DEVICES OR ANY UNAUTHORISED MATERIAL CANNOT BE TAKEN INTO THE EXAM ROOM. DURING THE COURSE OF AN EXAM IF A CANDIDATE IS FOUND IN POSSESSION OF ANY OF THESE IT WILL BE REPORTED TO THE BOARD AND IT WILL COMPROMISE HIS EXAM RESULT. THIS IS LIKELY TO LEAD TO DISQUALIFICATION FROM ONE OR ALL EXAMINATIONS. )

- Morning exams start at: **9.00 a.m.** but see below\*  
Afternoon exams start at: **1.30 p.m.** but see below\*  
Consult the **white noticeboard in the main entrance hall** each day for details of which room you are in for your exam.  
**\*Arrive in plenty of time - at least 15 minutes - before the scheduled start time of your exam.**  
If there is any reason why you are going to be late (traffic, met delays etc.) or why you cannot do the exam **you must inform the School Office immediately.**
- **If you are in any doubt about when your exam is due to take place ring the School;** do not rely on your friends. Consult your exam timetable every night.
- **Details of any illness, injury or serious family circumstances** which may affect your exam performance must be given to Mrs Capel, the School's Examinations Officer. All requests must be accompanied by a letter from parents. In the case of illness, a letter from a G.P. or hospital **may** also be required.
- **You will not be allowed to leave the exam room** until the official end of the exam unless there are important medical reasons. **It is the School's policy not to allow early departures because of the distracting effect it would have on the remaining candidates.** In any event, the exam boards don't allow candidates to leave until at least an hour has gone by in order to safeguard the security of the exam.
- **You should not bring food and drink into the exam.** You may bring in water in a clear plastic bottle with the label removed but this must be placed on the floor by your desk.
- **You must be dressed as if it were a normal school day.** (This includes being clean-shaven, not wearing jewellery etc.)
- It is important that students **do not talk or distract each other** once the invigilator says that exam conditions are starting; usually once students have entered the exam room. The candidates should not talk until they have left the room.  
**Any instance of students attempting to communicate with each other whilst exam conditions apply has to be reported to the exam board and could lead to the students in question being disqualified from that paper.**
- Make sure you bring all the equipment required for the exams. Black ink/biro is required for all exams. Gel pens must not be used.
- **No potential technological/web enabled** sources of information will be allowed in the exam room
- Students will be asked to remove any watch that they are wearing and place it on the desk in front of them.
- It may be that when your exam finishes another carries on or that some candidates are allowed extra time, in which case you will be told not to talk until you are well away from the exam room/hall. **Please move away from the entrance to the hall as quietly and quickly as possible.**

# BOOK RETURN DAY

**Book Return Day is FRIDAY 28 JUNE from 9.00am until 10.50am**

On that day:

- Collect a Book Return Form from School Reception. Complete your details at the top (bring a pen!);
- **Go round all your subject teachers** returning your textbooks, past papers etc and collect signatures, the book return form will tell you where to find them;
- In the event that you cannot return a text book or if your text book is in poor condition and you are asked to contribute towards a replacement, you must bring money with you to pay to the Finance Office. You will be given a **receipt** which you must give to your subject teacher before they will provide you with a signature;
- **Get a signature from your Form Tutor** to confirm you have cleared your locker and, if applicable, returned your locker key;
- **Get a signature from Sodexo**, to confirm that you do not owe any money (this will include any outstanding IOUs)\*;
- **Get a signature from the Library** (Mrs Marson) to confirm that you have no outstanding Library items;
- **Get a signature from the Finance Office Representative** to confirm all debts have been settled;
- **Finally, once all the signatures have been obtained return the form to Mr Kidd in the Library for checking.**

*\*You must clear all debt on your Sodexo card. In addition, you should use all the credit on your card before you leave school (you can use your card during study leave/exam period). **NO refunds** will be given from Sodexo for money left on your card. Please be aware that the Sixth Form Centre works on a cash only basis if you return to AGSB in Year 12.*

**If you have not completed a Book Return Form or you owe books or money etc on Results Day, you will be required to see the Head Master to resolve any outstanding issues.**

*NB: If you are not available on this date, you may come into School BEFORE this date to complete the process. Please do not interrupt staff during lessons, aiming to get sign offs before School, at break or at lunchtime. You must ensure a completed book return sheet is signed off by either Mr Kidd or Mrs Howell (in the Exams Office) and the **completed sheet returned to Mrs Howell** to ensure you do not receive an invoice for missing books etc.*

GCSE Results day is Thursday 22 August. Mr Murray will be in School on that day. All queries regarding your results must be resolved then. See the next page for more information.

## RESULTS DAY- Thursday 22 August 2019

- GCSE results will be available for personal collection at 9.30am on 22 August.
- Do **not** telephone or email School for your exam results.
- **WE WOULD STRONGLY ADVISE THAT YOU ARE AROUND ON RESULTS DAY TO COLLECT YOUR RESULTS IN PERSON** but if you are unable to do this then you must bring in written instructions for a 'Special Collection' to the Examination Office, before 3.30pm on Monday 15 July, as follows:
  - an A4 stamped (for large letter), named and addressed envelope
  - with a note attached of the name and year group of the student;OR
  - a £1 coin with a note attached of the name and year group of the student and also the name and address details of where the results are to be posted to;OR
  - a letter of authority for another person to collect the results/enrolment pack for the student. On Results Day the person must bring in a driving licence, passport or bank credit/debit card as ID.

### NB.

- **We will not accept special collection instructions after 3.30pm on 15 July.**
- **We will not accept any special collection requests by email.**
- **If we have not received a special collection request and your representative turns up at School, they will be sent away and you will have to pick your results up on a day when School is open.**
- Once you have studied your results, **you must confirm your plans as follows:**
- If you have been offered a place in our Sixth Form, met the entry requirements, there are no problems and you have qualified to do your chosen subjects, collect an Enrolment Pack and then you will be free to go.
- You must see the Sixth Form Team if you have been offered a place and are qualified but you wish to change a subject choice or if you have failed to achieve the minimum required 6 grade for any of your chosen A level subjects. However, you must be aware that many subject sets are full.
- See **Mr Murray** for any other issues, including confirmation of your destination if you are not returning to our Sixth Form.

## AFTER RESULTS DAY - FOR ALL YEAR 11 MOVING TO YEAR 12

### 1. ENROLMENT DAY – Tuesday 3 September

On Results Day you will receive an Enrolment Pack which contains several items requiring signatures. This documentation must be returned to the Sixth Form Team who will be at MAIN RECEPTION between 10am and 1pm on Enrolment Day – Tuesday, 3 September

**If you do not enrol that day, we will assume that you no longer wish to take up your place in the Sixth Form** (If there is a reason why you cannot attend on this day please contact the Sixth Form Office, to make alternative arrangements).

### 2. FIRST DAY OF TERM – Wednesday, 4 September

You will be expected in School at **10.00am** for a short introductory session in the Coleman Hall. This will consist of brief talks by the Head Master and by Mr Murray, Head of Sixth Form.

- You will be allocated to a form and Form Tutors will distribute individual timetables.
- Normal lessons will begin with Period 3, after break.
- Please make sure that you bring some serious reading material in case you have Private Study that day.

### 3. Sixth Form Welcome Evening – Wednesday 11 September

Students and parents are invited to our welcome evening at 7pm in the Coleman Hall.

### 4. DRESS CODE

- Sixth Form dress should be either a business suit or dark jacket, dark trousers, school tie and light coloured shirt (e.g. white, pale blue or grey). Sweaters must be plain and V-necked (leisure wear, including hoodies, is not acceptable).
- Hair must be cut above the collar and should be of its natural colour. Exaggerated hairstyles, be they too short or too long, are not allowed, neither is jewellery. No studs are allowed, even if covered by sticking plaster.
- Students are expected to be clean-shaven. By **prior** agreement with the Head Master, and only for religious reasons, students may be given exemption from this rule.

### 5. ENTRANCE EXAM This will take place on the **morning of Saturday, 14 September** and you will be expected to help. Please keep this morning free (details will be included in your enrolment pack).