



# ST MARGARET WARD CATHOLIC ACADEMY



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Principal: Mr. D. McKenna B.Soc.Sc. MA. PGCE. NPQH.

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04B/GCSEandBTECExaminationsInformation/Y11/PJ/LB

Friday 6 May 2022

Dear Parents / Carers

## IMPORTANT INFORMATION FOR ALL YEAR 11 STUDENTS AND PARENTS

May I start this letter by thanking you so much for the continual support that you give and offer to both your children and the school as we approach the terminal GCSE and BTEC examinations at the end of Year 11. The unstinting support that you have given us has enabled your son / daughter to flourish over the past few years. So, on behalf of the school, I would like to say a huge 'thank you' to all of our families of Year 11 students.

I am writing to share important dates and information with you. I want all of this information to be shared in one place so that it is clear for everyone. Your son / daughter has been given all the relevant information about their examinations. They have been provided with an individual statement of entry and also a copy of their own examination timetable. Further details about exams and a full copy of the examination timetable can be found here: <https://stmargaretward.co.uk/curriculum/exam-information/>

You will know that our Year 11 students have their 'Celebration Liturgy and Assembly' on Friday 13 May and they will finish school at 12.15 pm on this day. This has been shared with students and parents and may I thank you for making the necessary arrangements with regard to the early finish on this day.

The examinations for your child will begin on Monday 16 May and will run until Monday 27 June 2022. This, of course, is dependent on which subjects your child is being examined in. The examination boards have stipulated that all students must be available up to and including Wednesday 29 June. This is just in case of any major local or national disruption to the exams. The exams have been deliberately timetabled and spread out over this period of time due to the pandemic.

Please be aware of the following information, timeframes and specific dates:

1. From Monday 16 May until Friday 10 June, all students will be required to be in school, in full school uniform. During this time, all students will either be following their normal school timetabled lessons or be in GCSE examinations.
2. From Monday 16 May until Friday 10 June, all Year 11 students will have their lunch from 12.30 pm until 1.00 pm. This then allows the afternoon exams to start at the correct time. Lunch will be in the main dining room as normal.

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**If you require this information in a different format, please contact the school.**



3. In the event that some courses have been completed and fully examined before the 10 June, students will be supervised by their usual class teacher and will use the lesson time to complete silent personal study in another subject that they have yet to be examined in.
4. On some dates, students will be finishing a little earlier than 3.00 pm, due to the timing of their exams. These dates are:
  - a. Thursday 26 May – students will leave from 2.45 pm
  - b. Wednesday 8 June – students will leave from 2.30 pm
  - c. Thursday 9 June – students will leave from 2.30 pm

Please may I ask that you make the necessary arrangements with your son / daughter on these specific dates.

5. From Monday 13 June until Monday 27 June, students will only need to attend school for their examinations. As I mentioned earlier, every student has been given an individualised exam timetable and they must use this to help them plan when they must attend school, considering travel time etc.,
  - a) They must be present at least 15 minutes before the start time of the exam.
  - b) All students will gather in the main dining room, where a member of staff will register them; greet and calmly move them into their examination room.
  - c) All students must arrive in full school uniform and with all the correct equipment that they will need for that exam. At the end of the exam, all students will be expected to leave the school site.
  - d) Where any student has an examination in the morning and afternoon sessions, a room will be provided and supervised by a member of staff for them to complete final preparations for their exam and also to allow them to have lunch on site.
  - e) If a student knows that they will be late, due to an unforeseen issue, such as a traffic incident or family issue, then they **MUST** phone the school on 01782 883000 and advise Mrs Skinner of this.
6. From Tuesday 28 June until Tuesday 5 July, any student who has applied for a place at the Trinity Sixth Form will be involved in taster sessions and any student who has applied for a place with us must attend.

## COLLECTION OF GCSE / LEVEL 2 BTEC EXAMINATION RESULTS

All Year 11 students are invited to collect their GCSE and Level 2 BTEC results on **Thursday 25 August**. Students may arrive at school at 8.55 am until 10.30 am. Students will be able to collect their results in person from 9.00 am on this day.

It is important to note that:

- Students will be collecting their results from the main dining room.
- All students will need to sign to state that they have collected their results.

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- Results cannot and will not be handed out to parents or siblings without prior arrangement and written confirmation from the student with Mrs Skinner, our exams officer. A form will be issued to students at a later date just in case this is an issue.
- This is also the day for all students to enrol at the Trinity Sixth Form and it is essential that any student who intends to enrol must speak with a member of the enrolling team during the morning.
- We will also have a careers advisor on hand to speak with any student should they wish to.

May I thank you, once again, for your continued support in ensuring that we can do the very best possible for your child.

If you have any questions about anything contained in this letter, please do not hesitate to contact Mrs Van der Mijl ([kvandermijl@smwca.org.uk](mailto:kvandermijl@smwca.org.uk)) or myself on 01782 883000 or by email at: [pjohnson@smwca.org.uk](mailto:pjohnson@smwca.org.uk)

Yours faithfully



Paul Johnson  
Vice Principal

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