



25th April 2018

Dear Parent,

Year 11 Examinations and Study Leave Arrangements

Your son will begin his study leave on Thursday 17th May. From this date he will be expected to turn up on time and in full school uniform for his exams, but will not need to be in school when he does not have an exam. If your son wishes to come into school to consult with a member of staff during study leave, subject teachers will be available during the usual timetabled periods. Normal school rules about uniform, including trainers, hairstyles and piercings will apply for all exams, and also for any time spent in school consulting with staff.

On Thursday 17th May to commemorate the students last day, breakfast will be available for Year 11 students from 8.00a.m. so that they can meet with friends and their teachers. Students should come into school and meet in the canteen from this time. All students will have a morning exam and will be allowed to leave school immediately after it has finished. Students who have an afternoon exam will stay on site and be able to revise and have lunch.

Your son has already been issued with a statement of entry indicating dates and times of his exams. I have listed below information and dates that you may find useful.

GCSE Examination Period	Monday 14th May to Thursday 21st June 2018
Last Examination	Thursday 21st June 2018
Text Book Returns	Books to be handed in at the last exam for each subject (all books to be returned by Thursday 21st June at the latest)
Sixth Form Induction	Wednesday 27th and Thursday 28th June 2018
Examination Results	Thursday 23rd August 2018
Year 12 entry Interviews	Thursday 23rd August, Friday 24th August and Monday 3rd September 2018
Start of Autumn Term (For Years 7 & 12)	Tuesday 4th September 2018

Boys can collect their results from school between 9.00am and 10.00am on Thursday 23rd August. Otherwise a stamped addressed envelope should be provided and given to Mrs Sanders, who will post the results at 12.30pm. Help and advice will be available for boys from various members of staff between 9.30am and 11.30am. (It is essential to confirm your option choices for Sixth Form once you have received your results).

Headteacher: Ian H Hawkins

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There may well be some boys who wish to reconsider their options or require an interview in light of the GCSE results. To ensure that decisions can be taken before the start of the new term there will be opportunities for individual consultations with senior staff on Thursday 23rd August between 9.30am – 11.30am, Friday 24th August between 9.30am – 11.30am and Monday 3rd September. An appointment can be arranged when the results are collected, or by contacting the office on Thursday 23rd August and Friday 24th August between 9.00am and 12.00 noon.

Once the results have been received, if there are any concerns which you feel should be taken up with the relevant Examination Board, you will need to let Mr Mitchell know as soon as results are known.

Before results can be collected, all the necessary forms must be signed, completed and returned to Mr Robins by Thursday 21st June. These include:

- Textbook and library returns (sheet attached)
- Locker keys will be taken in and deposits returned (sheet attached)
- Payment of any outstanding fees for examinations not attended or coursework not submitted.

Please email the school office (admin@richardhale.co.uk) to confirm that you have received and read the information concerning GCSE examinations 2018.

Yours sincerely,



Mr S Robins
Assistant Head (Acting Head of Year 11)