



## The Priory School

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9<sup>th</sup> April 2024

Dear Parents/Carers,

### Year 11 Examination Information and Celebration Events

#### Presentation Evening

Our annual Presentation Evening will take place on **Wednesday 1<sup>st</sup> May 2024 at 6.30pm** where we gather to celebrate the culmination of your child's secondary education in the school hall. All students are therefore expected to attend this event and we would like to extend a warm invitation to parents/carers to accompany them. As this is a formal occasion, students must attend in school uniform.

At this event all students in Year 11 will be presented with their Record of Achievement Folder. In addition, we will be presenting subject award cups. The presentations will be followed by light refreshments in the dining room. The number of guests per student has to be limited to two due to capacity within the hall. Students will be expected to be seated in the hall no later than 6.15pm and the event will conclude at approximately 8.30pm.

In order to confirm numbers and make detailed arrangements, please complete the reply via the link attached here: <https://forms.office.com/Pages/ResponsePage.aspx?id=jsPPYiPlpOGTv3qo35-Q0GCccYKRKx5NsQSy6uy01btUOEtUNTdLSTNGWVc1SEtKT0VBODIxVOIDUS4u> , by **Monday 22<sup>nd</sup> April.**

#### Examination Information

The formal written examinations begin on Thursday 9<sup>th</sup> May, with many students sitting examinations for practical subjects and speaking exams prior to this. Until half term, students will continue to attend their normal timetabled lessons, unless they have an examination. Morning examinations will begin at 9am and students will be expected to attend morning registration with their tutor before lining up at 8.45am. Afternoon examinations will begin at 1pm so where students have an examination in the afternoon, they will attend an early lunch at 12pm ready to line up by 12.45pm. Where possible, we will organise extra revision sessions prior to morning and afternoon examinations and will provide a full timetable once this has been finalised. This may include sessions prior to, during and after the normal school day. Please note that it will not always be possible for students to have a revision session with a specialist teacher immediately prior to every examination due to timetabling constraints.

The last day that Year 11 students are expected to attend their normal timetabled lessons is **Thursday 23<sup>rd</sup> May.**

From 24<sup>th</sup> May, students will only attend their scheduled exams. However, they will be able to access a quiet study area in the library should they prefer to stay in school and teaching staff will be available during their normal scheduled lessons for drop-ins in their teaching rooms; we would ask

that students let their teachers know in advance if they wish to come in. No scheduled lessons will take place during this time but we would encourage students to maintain contact with their teachers until they have sat their final exam in that subject.

We have been informed that the final **contingency day** for examinations will be **Wednesday 26<sup>th</sup> June**. This is the last of three contingency days (the other two are on the 6<sup>th</sup> and 13<sup>th</sup> June) where students **must** be available in the event of any examinations needing to be re-scheduled.

### **Leavers' Breakfast and Prom**

These farewell events take place on Friday 21<sup>st</sup> June and you will have already received separate communication about Prom. Students are welcome to arrive for the Leavers' Breakfast from 8.15 to see staff and should go to the canteen to begin. The event will be finished by 9.30am, when students should leave site.

We know that there is a tradition of students 'adapting' their uniform and signing shirts and we expect that this year will be no different. We simply ask that students are respectful in any adaptations they make or comments/drawings on each other's shirts.

### **Examination Results and Certificate Collection**

Examination results will be available for collection from school on **Thursday 22<sup>nd</sup> August 2024** between 9am and 11am. Any student who cannot collect their results in person on that day and wish their results to be posted, emailed or collected by a relative should put this request in writing to Mrs C Knight. This can be emailed to [exams@pri.318education.co.uk](mailto:exams@pri.318education.co.uk) or delivered in person to Mrs Knight. Results cannot be given to anyone other than the student without the student's written permission.

A number of staff will be in school until 2pm on Thursday 22<sup>nd</sup> August and from 9am – 12pm on Friday 23<sup>rd</sup> August to discuss potential remarks or recalls of scripts. Information relating to this will be provided to all students on Thursday 22<sup>nd</sup> August with the GCSE results and we would encourage students to have initial discussions with their post-16 provider before making decisions about recalling or remarking papers.

We look forward to welcoming you to the Presentation Evening on Wednesday 1<sup>st</sup> May and thank you for your continued support.

Yours faithfully,



**Mrs A Pope**  
Headteacher