

LH/rh

May 2011

Dear Parent/Carer

As the exams are fast approaching I am writing with a few reminders about procedures between now and the end of exams.

- Mr Anstiss will hold a final assembly on Friday 20th May during Period 3. Following the assembly students will be able to sign their shirts and have an official 'last day goodbye'. Students will also have the opportunity to sell their blazers and ties to the school during this time for £5, provided they are clean and in good condition, as they will no longer be expected to come in to school or sit exams in uniform. After the assembly students will be expected to leave the college site and go home.
- From Monday 23rd May students will be expected to attend normal lessons if they have not taken their exams in that particular subject. If they have taken their exam in that subject they should stay at home and revise for other exams.
- When attending exams and lessons students should come dressed in appropriate, comfortable clothing. There is a '**Dress Code**' included with this letter, please remember no revealing clothing or offensive logos. Also included is information on exam success and essential equipment.
- **Prom Friday 1st July – doors open at 7pm.**
- **Prom tickets:** Students will be able to pay for a Prom ticket up until 24th June in the Year Office. Tickets will be available for collection during Leaver's Week – see below.
- **The Year Book** will be produced on a DVD and will contain photos from the Prom as well as a memorable collection of events throughout their time at FCC. The Year Book will be included in the cost of the Prom ticket and will be available to collect with GCSE results on 25th August.
- **Leaver's Week** is from Tuesday 28th June – Thursday 30th June. During these days students are asked to come in to return any school books which they still have and they will receive their £2 deposit back when they return their locker key. Tickets for the Prom will be available to collect at this time. Please come in between **9 am and 12 noon:-**

11B1, 11B2 and 11K1 on Tuesday 28th June
11K2, 11T1 and 11T2 on Wednesday 29th June
11W1 and 11W2 on Thursday 30th June

- **Exam results** will be available for collection on 25th August between **10 am and 12 noon**. If students are not collecting results in person they should provide a letter to authorise this.

Yours faithfully



Miss L Hamblin
Year 11 Leader

Important Information For Exam Success

1. **Check the timetable** carefully and notify Ms N Keys (Exams Officer) immediately of any problems or clashes.
2. Arrive at the exam room **Ten Minutes** before the exam start time.
3. Bring the **correct equipment**.
4. **You must not bring a mobile phone, iPod, MP3/4 players** into any exam room. No products with an electronic communication/storage device or digital facility are permitted. Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.
5. Hats are not allowed. This is a stipulation of the examination boards.
6. Please bring your exam equipment in a **transparent bag** – available from the exam office.
7. **Ask** if you are unsure about the exam arrangements.
8. You may **drink water** in the exams.
9. You must remember to **eat something before** the exams – even if you are nervous and don't feel like it! Food will help you to concentrate. Avoid sugary foods such as chocolate or fatty food such as crisps – these can make you feel sluggish and tired. Instead eat fruit, cereal bars or seeds.

Dress Code

You will be expected to dress in the same way as a student in the Sixth Form. We want you to be comfortable, but at the same time well presented. As a senior member of the school you are a role model for younger students, and we therefore expect you to conduct yourself in an exemplary manner.

- Jewellery is allowed, but must be kept to a minimum, i.e. discrete earrings, necklaces etc. Nose-studs, eyebrow rings and tongue studs are not appropriate.
- For obvious reasons, tight, short or revealing clothing is not appropriate for school.
- T-shirts or similar with potentially offensive logos, slogans or images are unacceptable.
- Heeled shoes are not permitted in the ALC because they damage the floor! Please wear trainers or soft-soled shoes if you have an exam in this area

Essential Equipment

For **all** your exams you **must** bring the following essential equipment:-

- pen
- spare pen
- pencil
- 30cm ruler
- rubber
- highlighter

In addition to these items, some subjects require a few extra items. The following shows you exactly what you need to bring to each exam.

Art

Preparatory and supporting studies, with any reference materials, must be brought to the exam. There are eight weeks prior to the exam to prepare, so students should discuss needs, including specialist resources, with their teacher before the first day of the 10 hour test.

Business Studies

Essential exam equipment (as listed above)

Calculator

Coloured pencil or pen

Highlighter pen

Drama

[No examination. Please bring in completed coursework immediately before Easter.]

English

Essential exam equipment (as listed above)

Of Mice and Men

Lord of the Flies

Catcher in the Rye

Humanities (including History, Geography and RE)

Essential exam equipment (as listed above)

ICT

All coursework needs to be submitted by the due date of 10th June. No examination.

Maths

Essential exam equipment (as listed above)

Calculator (basic for foundation, scientific for intermediate & higher)

Angle measurer (available to buy from Maths Department)

Pie chart scale (available to buy from Maths Department)

Pair of compasses

Media Studies

Essential exam equipment (as listed above)

Modern Foreign Languages (French, German & Spanish)

Essential exam equipment (as listed above)

Music

Essential exam equipment (as listed above)

Instrument

Music score

Accompaniment

PE

Essential exam equipment (as listed above)

Science

Essential exam equipment (as listed above)

Calculator

Technology

Essential exam equipment (as listed above)

Colouring pencils, Angle Measurer

Fine liner pen, Pair of Compasses

Angle Measurer

Pair of compasses