

May 2019

Dear Parent/Carer

I would like to take the opportunity to explain the school's procedure for Year 11 during the exam season. Up until the end of this term, students are expected to be in school, in full uniform and in all lessons. From term 6 (week beginning Monday 3 June) there will be a 'Study Stay' programme. The details of this programme are outlined below alongside a timetable for your convenience.

Study Stay Programme

- Starts in term 6 (week beginning 3 June)
- Students attend exams as per their exam timetable
- Students attend the 'exam preparation sessions' outlined on the timetable. On arrival students must go to Department Work Rooms which are clearly signposted.
- Students are welcome to use the school site for silent study and exam preparation. The designated study room for this is the library which will be supervised by Year 11 teachers. Alternatively, they can go home to work.
- Coursework completion sessions are also timetabled for students that need to finish their coursework. Coursework lessons will continue as normal until students have their units signed off by their class teacher.

During the Study Stay period, students must be in full uniform and in the designated space for the exam preparation session or study room (library) or coursework completion session. This is crucial to ensure we can safeguard them and the rest of the site. If students intend to leave the site after an exam or study period they need to sign out of school at the main reception so we know at all times whether they are on or offsite.

I trust you will find this 'Study Stay' provision the best fit to enable students to be supported by their teachers during a pressured exam season as well as having the opportunity to develop their independent study skills in preparation for their studies post 16.

Please click below for the Study Stay Timetable:

[Study Stay Timetable](#)

Examination procedures

All students must be in full uniform for all examinations. Please make sure they have the correct equipment which should be in a clear plastic pencil case/bag.

- Morning examinations begin at **9.00am**
- Afternoon examinations will normally begin at **1.00pm**, however there are some exceptions and students will need to **check Insight** in order to verify the correct start time for each exam.

The canteen will be available from 12.00pm for Year 11 to have lunch and also in the morning, staff will be on hand to offer support and answer any questions the students may have.

'Part of the Midsomer Norton Schools' Partnership'

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We would like to collect your son/daughter's mobile number due to the unlikely event of them not arriving for their examination. As parent/carers often work it would be beneficial for us to contact the student directly. Mobile numbers will be gathered by tutors during tutor period, and will be discarded after the examination season.

In case of emergency on the day of an examination, please contact Mrs K Payne, Attendance Officer, as soon as possible on 01761 433581 extension number **2050** or by asking for Main Reception where somebody will be able to support you.

Shirt Signing Day

This is an annual event where students sign each others' school shirts with good wishes for the future and will take place on Thursday 23 May at lunchtime. Students must bring a spare shirt to be signed rather than the one they are wearing.

Leavers' Day Information

Leavers' day will be held on Thursday 27 June from 11.30am. Please see timings below:

11.30		Year 11 Leavers arrive and go to their VIP area in the Atrium (either Mendip Hub or Writhlington)
11.30 12:00	-	Students invited to collect pre-purchased Prom Tickets and Yearbooks from Writhlington Atrium
12.00		Leavers' Assembly - Dragonfly Theatre
13.00 14:00	-	Farewell/photograph opportunity with staff and students
14.00 14:10	-	Whole year photograph and leaving ceremony
14.10 14.45	-	Students depart - parent/carers welcome

There is no parking onsite due to the large number of Leavers' vehicles expected and we would appreciate it if you could please park off site. If you are collecting a younger sibling after the farewell, they will not be permitted to leave school before 3.10pm.

If you have arranged a Leavers' Vehicle that requires additional space or will take longer to depart (eg, horses, tractor) please email hjones@writhlington.org.uk



Prom

Prom will take place during the evening of 27 June at Centurion Hotel, Westfield, BA3 4BD. Students are invited to arrive from **7.00pm** the event will finish at **10.30pm**. Tickets can be purchased on ParentPay and cost £20.

There will be security present at the Prom and any inappropriate items will be confiscated and discarded.

To confirm NAME'S attendance, please purchase tickets by Friday 24 May.

Yearbook

Students have worked on a yearbook to commemorate their time at Writhlington and Mendip Studio School. Yearbooks cost £15.00 each and should be purchased via ParentPay by Monday 20 May.

GCSE Results collection day

GCSE results will be available for collection on Thursday 22 August 2019 in the Sixth Form building. Students are able to collect their results between 9am and 12pm. If they are unable to collect their results and would like them to be posted, please provide a self-addressed envelope for the attention of Mrs E Tout. If someone else is collecting results on the student's behalf they will need to have a letter from the student giving permission to the individual to collect them together with photo ID.

Yours sincerely

Mrs N Reynolds
Progress Leader, Year 11

Miss N Fear
Mendip Studio School, Achievement Team Leader