



HEADTEACHER: MELISSA ROBERTS  
LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

SC/hr/Y11  
26<sup>th</sup> April 2024

Dear Parent(s)/Guardian(s),

As the GCSE examination season commences this week and we approach the final weeks of your child's time in Year 11, I write with the following essential information:

### **Study Leave:**

Study leave for Year 11 begins on **Friday 10th May at 3.15pm**. Full attendance is compulsory up to and including that date. After this date, the school is making provision for students to come and study in a supervised revision room if they wish to. Students may choose to attend every day, or only on certain days. They may attend for the whole day, or just the morning or afternoon sessions. Year 11 must wear full uniform and sign in at PIP, the main reception, by 9:00am or 1:15pm. When they sign in, students will be provided with information regarding which room is being used that day/afternoon. Students will be supervised throughout the day, they will be expected to stay in the room (apart from break and lunch), and they must revise quietly, without disturbing other students.

Please reinforce the message at home that study leave is a privilege afforded to Year 11 by the Head teacher and not a statutory requirement. Therefore, if we have concerns about standards of behaviour or academic performance and progress, we reserve the right to withdraw study leave or postpone it on an individual basis.

### **Examination Information:**

Individual Exam timetables have already been provided to pupils. Please ensure that your child arrives promptly for all exams - at least fifteen minutes before the published start time of the examination. Our usual high standards of appearance and conduct apply during this and any other examination period and it is our firm expectation that students will conduct themselves in a mature and responsible manner at all times. Our usual high standards of appearance and behaviour apply during the examination period and students attending must be in full school uniform.

It is important to stress the following points:

- It is the responsibility of all the students to attend examinations with all the expected and correct equipment that they will need for the exam; this includes black inked pens, calculators (no calculator lids), pencils etc... There will be no opportunity for students to borrow equipment.

Telephone: 01782 848008, email: [sjcollege@stjosephsmail.com](mailto:sjcollege@stjosephsmail.com) [www.stjosephstrentvale.com](http://www.stjosephstrentvale.com)

St Joseph's College Edmund Rice Academy Trust is a Company Limited by guarantee, registered in England and Wales.  
Registration Number: 07490390. Registered office: London Road, Trent Vale, Stoke-on-Trent, ST4 5NT. VAT Registration number: 113707834

- All pencil cases must be transparent. Students are expected to have a number of black inked pens, so that if a pen runs out, or breaks, they can continue with the examination as quickly as possible. In examinations, students are only allowed to write in black ink/biro.
- If in any doubt, students should speak with their class teacher about this or any other stationary requirements prior to the start of the examination.
- ONLY bottled water is allowed, there must not be a label on the outside of the bottle. The bottle must be clear plastic and completely see through. No juice or squash is permitted.
- The following items are not allowed into the examination room: confectionary, liquid paper (Tipp-Ex) mobile phones, MP3 players and any type of wristwatches. Students will be asked to hand in these items prior to the start of the examination. Again, it is the responsibility of each student to ensure that they do not have any of these items on their person during the examination.
- Any incidents of poor behaviour, for example in the form of distracting others during any examination will not be tolerated and, in all incidents like this, we are duty bound to report such incidents to the examination board. This may result in that candidate's examination results being cancelled.

All exam boards have, in their examination timetables, a 'contingency' date. This year the date is **WEDNESDAY 26th JUNE 2024**. It is important to note that ALL students must be available to be called in for an examination in the event of an exam date being changed or cancelled at short notice.

Please do not hesitate to contact me if I can be of any further assistance.

Yours sincerely,



Mrs S Cumbo  
**Head of Year 11**