

## TO THE PARENTS OF PUPILS YEAR 7 TO 11

7<sup>th</sup> December 2014

Dear Parents and Guardians,

The mid-year exams will be starting from the 9<sup>th</sup> of December 2014 for Years 7 to 11.

A timetable has already been sent to you last month. Should you require a copy you may collect one from the school office or alternatively find it on our school website.

Please note the following important points:

- If a pupil is not sitting an Islam exam, we would ask that he/she brings with them a book to read or complete any unfinished work. Pupils will be supervised during this time.
- Students of year 10 and 11 are to stay at home during sessions where there is no exam scheduled for their options.
- No special arrangements will be made for any exam to be written at any other time.
- No re-writes will be allowed for. any subjects.
- Students arriving late for any exam session will not be given extra time to complete their exam.
- Make-up exams will only be allowed after submitting a doctor's note PLUS Medical Centre certificate stamp, which is to be submitted for missing any exam. Make-up exams are to be written on your child's first day back to school.
- Please consult the timetable, together with the revision sheets issued, and plan a proper study timetable for your child.
- As you will note the exams finish at 10.30am. Please ensure that you have organised your transportation for your child to be picked up at 10:30am promptly to allow them enough time to study for the next day. For those pupils who are taking the bus, they will be allowed rest time and be supervised whilst they wait for their buses. Buses will be leaving at 10:30am as from Tuesday, 9<sup>th</sup> of December.
- PLEASE DO NOT LEAVE STUDYING FOR THE NIGHT BEFORE!
- The timetable was produced to ensure that Year 10 and 11 pupils would sit only one exam per day. If a pupil has made a last minute change to their options, this may impact the number of exams they sit per day. Should this impact your child, they will be expected to sit two exams in one day.

**Student reminders:**

- Students must be on time for all exams. Students arriving late will not be allowed extra-time to complete their exams.
- Students must adhere to school rules with regards to uniform, make-up, hairstyles...
- Students must not have any mobile phones or any electronic devices on them.
- Students must sit at the allocated desks for every session.
- Students should observe silence at all times during the examination.
- Students must have a transparent pencil case.
- Students must have all stationery needed. They will not be allowed to borrow calculators, compasses, protractors etc.
- Students must have their own water bottles. They will not be allowed to fill them in during sessions.
- Students are not allowed to use correcting fluid
- **Cheating will result in issuing a zero for the exam they are writing (this includes talking, coughing or disrupting the exam in any untoward way.**

We hope that all the above measures will help our pupils achieve the best result in all their subjects. Please ensure that your child gets a good night's sleep before their exam and has a healthy breakfast.

**Reports:**

- Reports will be issued on the Sunday 11<sup>th</sup> of January 2015.
- No reports will be available before this time.
- The 2<sup>nd</sup> installment for fees was due on the 1<sup>st</sup> of December, 2014. If you have not yet made this payment please ensure that the payment is made **ASAP**.
- Please ensure that your child's course fees are paid up to date, as reports will be withheld where accounts are outstanding.

**Start of term:**

Over the course of the first term, we have noted that a few pupils were regularly absent from school without a medical note or a valid reason. As a result we have decided to focus on pupil attendance. Please take note of the following points.

1. The first day of school is the 4th of January 2015, please ensure that your child is present and does not miss any school days.
2. As part of the Ministry ruling the school must report any pupil who is absent for more than 15 days without a medical letter.
3. Students must bring a medical letter following their absence i.e. the first day they come back to school after their absence. Medical letters received after the first day of return will not be accepted.
4. Where a pupil is absent for **five** days without authorisation from the school, a letter will be sent to you to inform you of this and what the next action the school will be taking.
5. Where a pupil is absent for **ten** days without authorisation from the school, a letter will be sent to you to inform you of this and what the next action the school will be taking.
6. Where a pupil is absent for **fifteen** days without authorisation from the school, a report will be submitted to the ministry of Education.
7. In addition to the above, the school will be issuing out **block letters** where the attendance of a pupil is of concern.
8. The school will be keeping a log of all requests from pupils to leave the school early. Regular unauthorised leave from school will result in contact home.

Mr. Arafat Q Hingora  
Head of Secondary

Mr. Charlton Pick  
Head of Student Affairs

Ms. Mary El-Haddad  
Exams Officer