



# Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

May 2022

Dear Parent/Carer

## LESSON ARRANGMENTS: SUMMER 2022

I wrote to you last half term regarding changes to the Year 11 timetable that will take effect from **Monday 16<sup>th</sup> May to Monday 27<sup>th</sup> June**. I can now give you further information on these changes and this is outlined below.

From Monday the 16<sup>th</sup> May the normal timetable is suspended.

The next 5 weeks will run in 2 phases:

### Phase 1: 16<sup>th</sup>- 27<sup>th</sup> May

On the 12<sup>th</sup> May, students will receive an individual timetable (a sample copy is attached) that will show what exam they have and where they are expected to be if they are not in an examination. On that day they will also get a more detailed examination timetable with details on where their examinations will take place. The options during non-examination periods are as follows:

Students will attend their normally timetabled lesson (on these occasions students will be given a choice to work with the subject teacher or to work on preparation for other exams in silence; they will need to bring in materials to allow them to do this and may not have access to a computer). When it has been possible, we have also scheduled booster/revision sessions that will take place instead of attending a timetabled lesson. These boosters will allow for staff from departments who's exam is taking place in the next couple of days to have some focussed time with the students for final reminders and prompts in preparation for their next exams.

**Afternoon lessons:** the whole school's timetable will alter slightly during the examination weeks and lunch will move from 13:25 to the earlier time of 12:20. At this point students who do not have an examination in the afternoon will be allowed to leave to study independently at home or may be invited to a pre-arranged booster session and again this will show on their individual timetable. During afternoon examinations, students will be given permission to leave school at the end of the examination to return home; this may be before 3pm depending on the length of the exam.

### Phase 2: 6<sup>th</sup> – 22<sup>nd</sup> June

If students **do not** have an exam, they will be allowed to stay at home to study independently. They must stay at home and remain there for the duration of the school day, preparing for their forthcoming exams.

## The Examinations

A copy of the final GCSE timetable, which includes details of the dates of each subject's final examinations and instructions relating to examination start times has been sent out previously, and as mentioned above, a more personalised timetable will also be sent to yourselves and students on the 12<sup>th</sup>.

I have resent some information below in case students are not aware of it:

For examinations in **South Hall** meet in **South Canteen**  
For examinations in **South Gym** meet in **The Peace Garden**  
For examinations in The **Sports Hall** meet in **South Changing rooms**  
For examinations in **East Hall** meet in **Upper School Quad**  
For examinations in the **“C” block** meet in **C08**

**It is the responsibility of each individual student to attend for every examination as notified on the timetable.** Students should arrive at **8.30am** for morning exams and **1.05pm** for afternoon exams and should wait outside the examination room/hall until told to enter. The location of the examination will be posted on the Students' Noticeboard in Middle School Foyer. Students must know their official GCSE examination number.

Exam Regulations:

- Normal school rules, including uniform requirements, apply to students attending for examinations.
- If students wish to use a pencil case, it must be a clear case or plastic bag with no writing on it.
- Students must write in **black** pen, as examination boards do not permit the use of blue pens.
- Calculators must have any lids/cases removed.
- Students are allowed to take a clear bottle of water into examinations if they wish, but all **labels** must be removed.
- Mobile phones, watches or other electronic devices are not allowed to be taken into the examination room. No special arrangements will be made with regard to the security of these items during the course of the exam. If students do bring them in on exam days, they must be left with the remainder of their belongings and they **must be switched off**.
- This is different from the mock examinations; **belongings will not be taken to the examination desk with the student**.
- Candidates must not speak in the examination room.
- Candidates must stop writing at once, when told to do so.
- A candidate who needs the invigilator's attention should raise a hand.
- **No candidate may leave until the end of the examination.**

Any student who is unable to attend for an examination must produce a medical certificate immediately. This must be done for there to be any possibility of credit being given by the Board in that subject, as credit **may** be given if a sufficient amount of the course has been completed. The medical certificate is to be handed to Mrs Keeley within 24 hours.

### **Revision**

Students have a wide range of support for revision, including our year 11 Exam support Google classroom, and FOLDR links to revision resources and materials uploaded to Satchel:one.

### **Returning school books and other resources**

All material on loan from the school (principally, although not exclusively, text-books), must be returned when the examinations are over.

All items will be collected by individual departments. To facilitate this, students should bring to school all items on loan for any given subject on the morning or afternoon session **when the**

**final examination in that subject takes place.** This material should then be handed in to departmental staff (who will be on hand) immediately **before** the students enter the examination room. Returned books will be checked by departmental staff and any discrepancies will be followed up after the examination is finished.

## **Results and Certificates**

### ***Date of GCSE results: Thursday 25<sup>th</sup> August 2022***

Students should collect their results in person (**not via a relative/friend**) from North Hall on the morning of Thursday 25<sup>th</sup> August 2022 at **11:00am**.

If your son/daughter is unable to collect their results on the above date they should email Mrs W Keeley, Exams Officer ([examsoffice@hazelwick.org.uk](mailto:examsoffice@hazelwick.org.uk)) by 5pm the previous day advising they wish their results to be emailed, this will be to their school email address only.

**Results will not be given over the phone.**

**When collecting the exam results, students will need to know their exam candidate number.**

Occasionally candidates or their parents/carers believe that the mark awarded for a particular exam is wrong. Mistakes have occasionally occurred in the past, although it is fair to say that over the years the instances of scripts being wrongly assessed have been few. If, however, after careful consideration and perhaps discussion with an appropriate member of the school staff, you wish to ask for a mark review, please collect the relevant form from the Exams Office. Details of the final deadlines and the respective costs for the different types of mark review will be enclosed within the results envelopes. This information will also explain the procedure and timescale for any candidates who would like a copy of their exam scripts.

## **Certificates**

Exam certificates usually arrive at the end of November. These will be issued in school to those students who have progressed into Year 12. Current students leaving school this summer will be contacted when the certificates arrive in school and will be notified of specific days when they can collect their certificates (usually just before and just after the Christmas holiday).

Some certificates have in the past been known to go astray in the post, causing candidates considerable inconvenience and expense. For this reason, we would strongly recommend that they be collected in person. However, if they do wish the certificates to be posted to them, please ensure that your son/daughter brings £3 to the exams office to cover postage. He/she will then be asked to sign a disclaimer, absolving the school of any responsibility for the loss or damage of certificates in the post.

## ***The Sixth Form***


The Heads of Sixth Form will be in Upper School on Friday 26<sup>th</sup> August to give advice about suitable courses following the examination results and to sort out any timetable problems. More information about this Advice Day, as well as details of the Year 12 timetable and the enrolment process, will be included in the results envelopes of all accepted sixth form applicants. This Advice Day is only for students who have already submitted an application which has been

accepted. Late applicants will need to attend Sixth Form Enrolment Day for advice and Sixth Form interviews.

The formal Sixth Form Enrolment Morning will take place at 8.30am on Friday 2<sup>nd</sup> September.

Please keep this letter in a safe place for future reference.

Yours sincerely



Mr L Evans  
Head of Middle School

**HAZELWICK SCHOOL**

**TO BE RETURNED IMMEDIATELY (BY ALL STUDENTS) TO THE  
APPROPRIATE FORM TEACHER**

I have received your letter about the arrangements for the Public Examinations during the Summer Term 2022. I have noted its contents and will ensure that my son/daughter will attend school at the correct time.

**SIGNED:** .....

**PARENT/CARER OF:** .....

**FORM:** .....

**DATE:** .....



# Y11 Timetable 16/05/22 to 27/05/22

Reg 11ABC

Name WICK Hazel

Candidate No 1234

## Week 1

Date	Lesson	subject	Detail	Location
16/05/2022				
	1	Dt 11D/Dt2	Mr C Hansen	T10
	2	En 11Y/En1	Miss S Brown	38
	3	Cp Computer Science	Revision Group	South Hall
	4	Cp Computer Science	Exam	
	5	Cp Computer Science	Exam	
17/05/2022				
	1	Cb Combined Science	Exam	
	2	Cb Combined Science	Exam	
	3	Cp 11C/Cp3	Mr P Glyne-Thomas	102
	4	En English	Revision Group	South Hall
	5	En English	Revision Group	South Hall
18/05/2022				
	1	En English	Exam	
	2	En English	Exam	
	3	Cb 11Y/Cb1	Mrs U Hassan	25
	4	Ma Maths	Revision Group	South Hall
	5	Ma Maths	Revision Group	South Hall
19/05/2022				
	1	Cb 11Y/Cb1	Mr P Meredith	81
	2	En 11Y/En1	Miss S Brown	38
	3	Cb 11Y/Cb1	Miss J Stokes	29
	4	Dr Drama	Exam	
	5	Dr Drama	Exam	
20/05/2022				
	1	Ma Maths	Exam	
	2	Ma Maths	Exam	
	3	Cp 11C/Cp3	Mr P Glyne-Thomas	105
	4	* STUDY	*	
	5	* STUDY	*	



# Y11 Timetable 16/05/22 to 27/05/22

Reg 11ABC

Name WICK Hazel

Candidate No 1234

## Week 2

Date	Lesson	subject	Detail	Location
23/05/2022				
	1	Gg Geography	Exam	
	2	Gg Geography	Exam	
	3	Gg 11A/Gg1	Ms T Frampton	20
	4	* STUDY	*	
	5	* STUDY	*	
24/05/2022				
	1	En English	Revision Group Y	South Hall
	2	Ma 11Y/Ma2	Mr T Race	63
	3	Gg 11A/Gg1	Ms T Frampton	20
	4	Et Eng Lit	Revision Group	South Hall
	5	Et Eng Lit	Revision Group	South Hall
25/05/2022				
	1	Et Eng Lit	Exam	
	2	Et Eng Lit	Exam	
	3	Cb 11Y/Cb1	Miss J Stokes	29
	4	* STUDY	*	
	5	* STUDY	*	
26/05/2022				
	1	Cb 11Y/Cb1	Mrs U Hassan	25
	2	Ma 11Y/Ma2	Mr T Race	63
	3	Cb 11Y/Cb1	Mr P Meredith	98
	4	* STUDY	*	
	5	* STUDY	*	
27/05/2022				
	1	Cb Combined Science	Exam	
	2	Cb Combined Science	Exam	
	3	Cp Computer Science	Revision Group	South Hall
	4	Cp Computer Science	Exam	
	5	Cp Computer Science	Exam	