



**Fairfield
High School**

Achieving Excellence

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 Fairfield High School – FHS

Dear Parent/Guardian,

I am writing to you to share some information on Year 11 provision during the GCSE exams period.

Year 11 routines during GCSE exams

GCSE Timetable, GCSE rules & regulations, absence during exams & special considerations:

Students have recently been issued their statement of exam entry so they can check their personal details and an individual sims exam timetable. Please find attached a more user friendly timetable and the rules and regulations that your child will be expected to adhere to during the GCSE exam period, these can also be found on the FHS Website -

<https://fairfield.excalibur.org.uk/students/y11-exams-info-certificate>. Please note that the Exams Officer will contact you and the students separately where there are exams that are scheduled at the same time and clash.

If on the day of an exam, your child is ill, please notify Reception as soon as possible. Please also obtain a Medical Certificate and send it to me without delay. We can then apply to the relevant Exam Board/s for special consideration. If you are absent from an exam without a valid reason, we will contact you to recover the cost of the entry fee which could be up to £50 depending on the subject and Exam Board.

Year 11 Leavers Assembly:

On Tuesday 7th May 2024 all students will attend tutor, then head toward their leavers assembly during Periods 1 & led by their Achievement Coordinator Mr Francis and the tutors. As many teachers as possible will also be present at this assembly to celebrate their time at Fairfield. Immediately after the assembly Year 11 will leave the school site and commence study leave. Students who are eligible for Free School Meals will have the option of receiving a packed lunch at the end of the assembly. Students will study at home on Wednesday 8th May and formal GCSE exams will start on Thursday 9th May 2024. You and your child will need to discuss how they will travel home on the 9th May 2023 as their leaving time will differ from a typical school day. They will finish school by the end of Period 2, 11.10am.

Lessons during the GCSE timetable 10th May – 26th June 2024:

From Thursday 9th May 2024 Year 11 students will be expected to attend school for their GCSE exams. Students can also choose to attend their normal timetabled lessons when not in exams. Their class teacher will be providing revision sessions during these times or students can choose to sit in the lesson and revise in silence for another subject. After half term, from 3rd June 2024 until the end of the exam window on 26th June 2024 students will be able to revise at home, should they wish to have teacher support they can attend their timetabled lessons for revision. From 3rd June onwards if any student needs face-to-face support or a place to study in school, they can contact Mr Francis or Ms Campbell via email and they will organise this for them.

Year 11 Tutor Time, Study room, Free School Meals 9th May – 26th June 2023:

Students who are in receipt of Free School Meals can pre-order and pick up a packed lunch from school each day. If a student is attending a revision lesson or has an exam around lunchtime, they will be able to pick up their lunch from the canteen. If a student is



working from home, they can pick up their Free School Meal from reception and leave again. Students who are not eligible for Free School Meals will not be able to access school meals when they are working from home, however, if they are in school and want to buy a lunch they can. No lends will be permitted to students from Term 5 onwards. Year 11 tutors will be available via email when students are studying from home, request pastoral support and if FSM order their lunch for the day.

Arrival in school for exams and uniform expectations:

It is really important that students need to arrive 15 mins before the start of each exam, if they are not attending lessons for revision. Students can get a free breakfast in school from 8.15am on the days that they have morning exams. All students must be in school by 8:30am if sitting a morning exam. If sitting an afternoon exam students must be in school by 1:00pm. There are some exams with slightly different times so please refer to your child's timetable to ensure they are in school for their exams at the correct time. Typically, most exams do not coincide with the Fairfield break and lunch times. We advise that you look through your child's exam timetable with them and decide when they will have snacks and lunch throughout the exam period.

Students need to wear their full school uniform when attending revision lessons and exams. No PE uniform, hoodies, leggings or joggers are permitted.

Please can you ensure that your child comes equipped with black ink pens or biro's, pencil, ruler, rubber and, if appropriate, a calculator (no lid), for maths exams they will also need a compass and protractor. This all needs to be in a clear pencil case. The school library sells all equipment needed. No metal pencils cases or equipment is allowed.

Prom:

Year 11 Prom will take place in the Bristol Hotel on **Thursday 11th July 2024** from 6:30 – 10:30pm.

School Lockers:

Year 11 students need to empty their locker by the end of the school day on the 3rd May 2024. If a student does not empty their locker by this time, the locker will be emptied by our Site Team and any items found will be disposed of immediately, if we can't identify who they belong to. Year 11 students will need to return their locker key to reception in order to retrieve their locker deposit. Year 11 lockers are re-issued each year, so students cannot pass locker keys on to younger siblings. This results in two students having the same locker.

Settling Accounts and Library books:

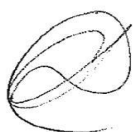
As your child approaches the end of their time in Fairfield, please ensure all accounts such as outstanding lunch monies are settled. If you owe any money our Admin Team will be in contact and should a balance remain for any items, we may have to hold your child's GCSE certificates until the amount is settled. Students with outstanding balances will not be allowed to attend Prom. Or if you have another child in Fairfield, we will transfer the outstanding balance to their account. Many thanks for your co-operation in this matter. Students should return their library books to the library by the 3rd May 2024 and close any remaining balance.

GCSE Results Day

GCSE results day will take place in person on Thursday 22nd August. The school will be open between 9:30 - 11am. More information about GCSE results day will be communicated with you before the end of the school year.

If at any point your child needs any support throughout the GCSE period, please get in touch with me, your child's tutor, Mr Francis or Ms Greenwood.

Yours sincerely,



Cashan Campbell
Assistant Vice Principal

