

## 6.2 Leaving Information Summer 2019

**STUDENTS WILL ATTEND ALL SESSIONS UP UNTIL Friday 12 April 2019  
INCLUDING INDEPENDENT LEARNING AND PERSONAL TUTOR TIME**

*Easter Break: Monday 15 April to Friday 26 April 2019*

### From Monday 29 April 2019

The option exists for students to be signed off completed courses, although examined courses, including GCEs, Vocational examined units and GCSE re-sits, will continue to be taught up to the examinations and students will be expected to attend. This will give students the best support to help them achieve the highest grades. Students must **empty lockers**, return all books, pay off any debts via ParentPay and must complete and hand in all coursework tasks before course leaders will sign you off.

Students will no longer be required to attend Independent Learning. However, if they wish to do so, students must sign in at the start of the session in ILC6, before being directed to an appropriate venue.

Students will be given a copy of this document and a copy of their personal timetable in a plastic wallet. Students must carry this with them at all times. Staff will sign students off courses by signing the appropriate slots on the Student Timetable and Leaving Certificate. This document, with the accompanying timetable, must be shown at the gate house if arriving to the academy after 8:30am or if leaving before 3:20pm.

Students must arrive to the Academy in good time for the start of sessions, if this is a PM session students **must** arrive at 11:30am and attend PT.

Students must leave the Academy at the end of a teaching session unless this is a full morning session – then students must attend PT.

It is the responsibility of students, with the support of the Personal Tutor, to ensure that their Record of Achievement is completed to a high standard. The ROA must be collected by all students on Wednesday 8 May 2019.

Students must attend the ROA assembly on Wednesday 8 May at 11:35am.

Once all examinations and coursework are complete you will need to be finally signed off by Mr Moore/ Mrs Sharif.

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### 6.2 Examination Protocol for Summer 2019

Students should carry their examination timetable with them and they have a responsibility to check that they have been entered for all expected units.

Students are expected to attend all examinations for which they have been entered; students who do not attend an examination will be expected to pay the examination fee. If a student is ill or expects to be late they must phone into the Academy as soon as the situation arises.

6.2 students must attend examinations in office dress and bring with them all appropriate equipment including a **BLACK** biro and their name badge.

AM examinations start at 9:00am, PM examinations start at 12:45pm. If a student has a scheduled lesson at the same time as an examination, they must be registered by their teacher before going to breakfast or first lunch. Otherwise they should arrive in the restaurant at 8:25am for morning examinations and in Community for 12:40pm for afternoon examinations.

Students need to stay within the examination hall throughout the length of an exam.

If students are no longer in taught sessions they must leave the Academy at the end of an examination.

Students should prepare thoroughly for all examinations.

Students can collect results from the Academy on Thursday 15 August at 8:00am. If necessary a stamped, self-addressed envelope can be left at Reception for results to be posted home.

***And finally GOOD LUCK***

Mr Moore & Mrs Sharif