



13th January 2020

Dear Parent(s)/Guardian(s)

Important Information for Upper Five – Lent Term 2020

Upper Five mock examinations 3rd – 12th February inclusive

All students in Upper Five will have mock (I)GCSE examinations from **Monday 3rd February - Wednesday 12th February** inclusive. There are special arrangements for some Music and MFL oral examinations. In order to prepare for the actual (I)GCSE examinations students are required to attend College for their examinations only. They may take study leave when they are not in an examination, with your permission (see slip attached). However, if they prefer to be in College to revise, there will be a room provided. Please note that Thursday 13th February is a normal school day, and finishes at 16:00.

If students are in College for any reason other than their actual examination, please could you remind them that they must sign in at Reception and sign out when they leave. Students must attend in College uniform for revision and examinations.

Examinations begin promptly at **08:30** for the morning sessions and **13:30** for the afternoon sessions. Students must arrive in good time and fully equipped before each examination sitting. Timetables will be issued shortly; you will be notified of when and how to access them online. As with official public examinations, **all students must have clear see-through pencil cases, clear water bottles, and no mobile device (including smart watches) on their person.**

These examinations represent a great opportunity for students to test their knowledge and skills – building on successes and identifying areas for further work in preparation for their public examinations in May/June. This is, understandably, a stressful period for students and we ask that parents remind them (as we do) of the importance of a good diet, enough sleep and 'down time', as well as the hard work and revision they will need to fulfil their potential.

Following on from their mocks, students will spend some time in their tutor groups, examining their results and preparing for all aspects of dealing with the public examinations - academic and personal – to allow them to approach their GCSEs with confidence.

Dates for your Diary

In preparation for the public examinations in May, there will be a **Parent and Student Revision Evening on 24th February** from 18:00, which will cover a variety of areas including revision techniques, as well as the importance of well-being.

Principal
Mrs A Clancy BA (Combined
Hons)
Email: principal@ladiescollege.ac.gg

Registrar
Miss R McClean
Email:
registrar@ladiescollege.ac.gg

Vice Principal, Bursar & Clerk to the
Governors
Miss E Bridge MA Oxon, ACA
Email: bursar@ladiescollege.ac.gg

Study Leave

For your information, Study Leave for public examinations begins on **Thursday 7th May**, with optional subject revision sessions offered on that day and the following week.

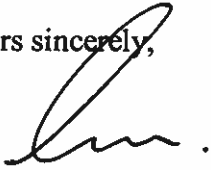
End of Year Reports

Final reports will be issued **27th March**.

With regard to the forthcoming mocks, I would be very grateful if you would return the attached Study Leave permission slip to Form Tutors.

All the staff at The Ladies' College wish Upper Five students the very best of luck in their mock (I)GCSEs. Should you have any queries or concerns, please do not hesitate to get in touch: tmcgovern@ladiescollege.ac.gg

Yours sincerely,



Mr T McGovern
Upper School Year Coordinator (Upper Five)



**UPPER FIVE – STUDY LEAVE
MOCK EXAMINATIONS 3rd - 12th February 2020**

Student Name:.....

Form Tutor:.....

I give permission for to be absent from school on Study Leave for the period of the mock (I)GCSE examinations: 3rd -12th February, and understand students may study at school in between examinations, and must sign in at reception to comply with your fire safety regulations.

Name of Parent:.....

Signed.....