



RSA/SPO
7 May 2019

Dear Parents and carers

As Year 11's time at The Hart School draws to a close, it is time to ensure that all parents, carers and students know the procedure for students to sign off from their lessons.

To support our students for the challenge of new examinations this year due to changes in specifications, all students are required to attend normal lessons until the end of Friday 14 June. This means that students are required to attend all timetabled lessons including tutor time.

Any student not where they should be will be marked as absent and will be sanctioned accordingly. Students have been informed that if they have completed a particular course then they must still attend those lessons but should take revision materials for other subjects with them to use the gained time productively.

New Year 11 Timetable

In order to ensure that all students are prepared effectively prior to their examinations, we have decided to collapse the Year 11 timetable so that they gain additional hours of learning in English, mathematics, science, Spanish, history, geography and product design in the lead up to their relevant exams.

Breakfast

Where there are morning examinations taking place, students will be provided with breakfast from 8.00 am to 8.30 am in the school canteen. This will then be followed by an exam briefing led by the Director of Faculty prior to the start of the exam. Where there are exams taking place in the afternoon, students will take an early lunch followed by an exam briefing prior to the start of their exam. Students will receive a new timetable during assembly on Friday 10 May.

Sign-off sheets

During week commencing Monday 10 June, all students will be issued with a Year 11 Sign-off Sheet from Mrs Cockbill, Director of Key Stage 4. Students can begin to get signed off from a subject by their subject teacher once they have: sat all of the exams for that subject; have completed their coursework up to their target grade and returned any borrowed resources such as revision guides, calculators and text books.



When all subjects have been appropriately completed, the sheets must then be signed off by either by Mrs Cockbill or myself. This final sign-off will happen during break time on Friday 14 June and, following this, all students will attend a Leavers Assembly at 11.30 am in the Hall.

Can I also take this opportunity to wish you son/daughter good luck during their examinations and ask that you encourage your child to attend all lessons up to 14 June in preparation for their GCSEs. In addition, if your child is sitting GCSE Statistics, then they are required to attend school for a full day on Monday 17 June, prior to their final examination on Tuesday 18 June.

If you would like any further guidance or clarification please do not hesitate to contact either Mrs Cockbill or Mrs Merrien.

Yours sincerely

Miss R Sandham
Vice Principal - Director of Achievement