



King
Ecgbert
School

King Ecgbert School
Totley Brook Road
Dore
Sheffield
S17 3QU

0114 235 3855

enquiries@ecgbert.sheffield.sch.uk

www.ecgbert.sheffield.sch.uk

Headteacher: Mr Paul Haigh
Chair of Governors: Mr Andy Cole

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Our ref: MBA/HW

Dear Parent/Carer

**Important Y11 Information
Examinations and Prom**

This letter outlines important information and some key dates in the coming months.

GCSE Examinations

Written GCSE exams begin on Monday 13 May 2019 and run until Wednesday 26 June 2019.

All students have received a copy of their individual timetable for the summer examinations.

Students will be in school until Thursday 23 May 2019 and will attend normal lessons when they do not have an examination. Students will be expected to bring revision materials with them after the 13 May 2019.

The GCSEs are national public exams and students have to attend at the correct time as indicated on their timetables. Morning exams start at 9.00am and those in the afternoon at 1.15pm. **However, it is important that candidates are ready to enter the exam room a quarter of an hour before the start times, at 8.45am or 1.00pm. Students arriving late may not be allowed into the exam room. Exam rules state that there is no scope for those who miss an exam to sit the paper at a later time.**

Mobile phones, iPods and iWatches are not allowed in the exam room. Students will be required to remove iWatches and any other technological/web enabled devices. **Possession of one of these items could result in disqualification from their examinations.**



Dress Code

During GCSEs students are expected to wear normal school uniform including black shoes when attending examinations. Uniform is sensible, comfortable and avoids distraction in the exam room. The exam rooms can feel cool, even in May and June, and a polo shirt may not be adequate by itself. The sweatshirt remains an important item of clothing for the exams.

A statement from Wolseley Road Mosque regarding the Islamic ruling on fasting during examinations whilst observing Ramadan:

“In relation to the Islamic ruling on whether a person can break their fast whilst sitting an examination I would like to clarify that it is perfectly permissible for one not to observe the fast if s/he feels that by doing so it will create tiredness and fatigue, which may affect her/his performance in the exam”.

Examinations usually run smoothly for all students, but what if the unexpected happens, such as an illness or family crisis?

In exceptional cases it may be possible for the school to help by liaising with the appropriate Examination Board, but we can only do this if we are informed of a problem immediately it occurs. The examiners are usually sympathetic towards pleas for special consideration for genuine problems such as illness as long as candidates are seen to have attended the examination and tried, despite the discomfort they may have experienced. If a problem arises that makes it impossible to attend, the school may still be able to help. Of course, we all hope that it won't happen but if it does, the advice remains the same; **let us know immediately – there can be no claim for special consideration after the event.**

Ring School on 0114 2353855 or e-mail tpayne@ecgbert.sheffield.sch.uk

Please help your son/daughter in the following ways:-

- Check your child's timetable to ensure there are no avoidable mistakes made as to when exams occur. Students will be charged for any examinations they fail to attend without good reason.
- Make sure they are out of bed before you leave for work on exam mornings.
- Remind them to leave their phones at home or if they really need to bring them that they are turned off and left in their bag. The penalties for having a mobile phone can range from cancellation of all marks awarded in the exam to disqualification from all exams for the year.
- Make sure they have breakfast – this will help them concentrate.
- If they wish to bring in a drink, it must be in a clear bottle with a spill-proof cap, no labels. Only water is allowed.
- Check they have the right equipment for exams – obvious writing equipment, calculators (check they work) and uniform.
- Check all textbooks have been returned by the end of examinations.
- Allow them some “time off” – but not too much! They have a long holiday after exams have ended.

The use of calculators in exams

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the exam board regulations. Students that have got calculators that have additional functions, for example, the Casio FX-CG50 calculator must be set to exam mode before entry to the examination room. Any students found to be using a calculator not in exam mode will be reported to the examination boards and this could void the results in that examination and other examinations that may have been taken.

Students must ensure calculators with Exam modes are put into Exam mode prior to the examination.

All other calculators must have all stored information cleared from the calculator. If you are in any doubt about whether your calculator is allowed in the examination, please check with the examinations officer.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers.

Calculators must not:

- be designed or adapted to offer any of these facilities:
- language translators; symbolic algebra manipulation; symbolic differentiation or integration;
- communicate with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes: databanks; dictionaries; mathematical formulas; text.

Candidates are responsible for the following:

- the calculator's power supply;
- the calculator's working condition.
- clearing anything stored in the calculator

Y11 Prom – Wednesday 3 July 2019

The Prom is a really enjoyable way for our Y11 students to celebrate their time at King Egbert School with their friends, peers and staff. This year the Prom will take place at Double Tree by Hilton, Chesterfield Road, Sheffield S8 8BW from 7:00pm until 11:00pm. The cost is £25.00 and includes a reception, buffet meal and professional disco. Soft drinks are available to purchase from the non-alcoholic bar.

Payments should be made via Parentpay, paying securely on-line using a debit/credit card. If you have not activated your account and mislaid your login information, please contact enquiries@ecgbert.sheffield.sch.uk Tickets will be issued on receipt of payment and the **deadline for purchasing is Friday 17 May 2019.**

Please note that by purchasing a ticket you are consenting to your child being in photographs taken during the event.



There will be a photographer from Arts Photography (www.artsphotography.co.uk) to take photographs of the students should they want a memento of the evening. Photographs cost £10.00 for a basic 9 x 6" portrait but there will be other different options available. Students/Parents can purchase these on the night and take prints away instantly or view and order them later from a secure website.

Students have always behaved well at the prom and I am sure that this year will be no exception. However, any instance of poor behaviour will result in parents being contacted to immediately collect their son/daughter. Further sanctions may result. We are pleased that the overwhelming majority of our students are eligible to buy a ticket having met our high expectations of attendance, punctuality, behaviour and positive attitude to learning. Students who have not met these standards will not be allowed to attend the prom and will be informed of the reasons for this decision.

GCSE Results

Results will be published on **Thursday 22 August 2019**. Students can receive their results by attending in person at **9.00am in the School Hall**. Individual results are not displayed on notice boards and they will only be released over the phone on that day if a prior arrangement has been made with Mrs Payne who can be contacted in the Exams Office. If students wish their results to be posted, either to home or a holiday address, they should leave with Mrs Payne a stamped and addressed envelope clearly marked with their name, form and "GCSEs". Staff will be available on the day to offer any necessary guidance to students and careers advice will be available.

Finally, I would like to offer my very best wishes to you and your son/daughter over the exam period and look forward to great outcomes in August. Thank you for your continued support.

Yours faithfully



P Haigh
Headteacher