



THE GREY COAT HOSPITAL WESTMINSTER

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Dear Parent/Guardians

I am delighted to write to introduce myself as Deputy Headteacher with responsibility for the upper school. The girls have been working very hard and I look forward to supporting your daughter through her final weeks of full time lessons and then through the GCSE exams.

Examination Preparations

At some point between Monday 9th May and Friday 13th May, girls will be told that their usual lesson timetable has finished and that we are moving to a study leave arrangement. Girls will be sent home before the end of the school day with a letter indicating that study leave has started.

Throughout the study leave and examination period, revision and booster sessions will continue to run for those subjects with examinations yet to take place. These are to ensure that we give the girls the best possible chance of success and to check on their progress in their independent study.

We will be writing to you to confirm the times of these sessions. Where we write and invite your daughter, it is because we feel that she needs this additional time and support and that her attendance is crucial to gaining success. We ask you to help us ensure that your daughter attends.

I would now like to present some important information on examination arrangements:

Examination Registration

Students should register at the following times:

A.M. Examinations: 8:10 a.m.

P.M. Examinations: 1:00 p.m.

Registration rooms will be on the ground floor and the notice board in foyer will tell the pupils which rooms to report to. We ask that your daughter allows adequate travel time to arrive preferably **well before the start of registration** in case there are any transport delays. Exam boards will not make any allowances for late arrival.

Illness during exams

If your daughter is too unwell to take an examination please immediately contact Mr. McCoy/Mr Williamson in the examination office on 0207 969 1951. Needless to say, your daughter should make every effort to sit the examination, as she will not be allowed to sit it at any other time.

Conduct during the Examinations

Pupils should wear full school uniform before and throughout the examination period. This also applies to all revision sessions within school hours. School rules about jewellery and make up will still apply. Please ensure that your daughter remembers any essential items such as:

- English Literature Texts (students should refer to the specific instructions given by subject teachers)
- Mathematical equipment including a pair of compasses, protractor, two black or blue pens, two sharp pencils, long 30 cm clear ruler, scientific calculator
- Adequate supply of pens, pencils, erasers etc in a **CLEAR** plastic bag or pencil case

Pupils may also bring a **transparent plastic bottle of still water with no label** to drink during the examination. Mobile phones and other electronic devices are forbidden in examinations even if turned off. If a student brings a phone into the exam room, it will have to be reported to the board.

If you have any questions regarding examination entries please contact Mr McCoy, the examinations officer. All students have been given a copy of their statement of entries. A copy of the master examination timetable can be found on the school's VLE.

We thank you for your support in these matters. It is important that we expect the highest standard of behaviour and organisation during the examinations. Any breach of the regulations may result in disqualification or harm the performance of the girls. We find that well prepared girls do their best.

Return of Text Books and Locker Keys

Please return textbooks on the day of the last examination of the relevant subject and hand them to your daughter's **subject** teacher. It is very important that we can reuse these books with our younger pupils. Those do not return all school books, including library books, may not be invited to the NRA day celebration or receive their NRA folder.

Pupils should bring in their locker keys on the day of their last exam. We will be returning the £5.00 deposit on that day (missing number tags can be purchased for 20p). There will be no refund after the end of June as replacement keys will already have to have been ordered.

Examination Results

These will be available in school on Tuesday 23th August. Girls may come into school on that day from 11.00am – 1pm. If you wish your daughter's result to be posted first class, please ensure that she gives a stamped addressed A4 envelope to Mrs O'Sullivan in the St. Michael's office.

Collection of Examination Certificates

Certificates can be collected from the examinations officer, any time after the autumn half term. Students should ring beforehand to arrange a time and check the website.

Second Hand Uniform

We would very much welcome your support for the Guild's second hand uniform sales. The Guild will be setting up a stall at the New Greys' admissions day on 24th June, and any items of uniform that you are able to contribute will be gratefully received.

Many families find it enormously helpful to buy second hand uniform. Money raised from the sale of donated items will contribute to Guild fund raising for the school. Uniform bought in for sale can be handed to a member of our office staff.

NRA Celebration

I would like to remind you that the NRA celebration is Wednesday 29th June in the afternoon. Girls should arrive by 1pm. For parents, the ceremony begins at 2pm. Mrs Nataraj and I are currently organising the event and an invitation will be sent to you shortly.

Payment for yearbooks and hooded tops should have been made. Please contact Mrs Nataraj with any outstanding payments. Yearbooks will be distributed with NRAs at the event. Hooded tops will be available for collection on Tuesday 28th June from 9.30 am to 12.30 pm from the school office.

Finally our best wishes go to all students; Grey Coat's staff have enjoyed seeing them develop and learn. We are confident that their hard work will be rewarded by success in the examinations and we will look forward to welcoming many back into our 6th form.

Yours sincerely

Mr Peter Shaw
Deputy Headteacher

