



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

14 January 2019

Dear Year 13 Students and their Parents/Carers

I am writing to inform you of a number of key dates relating to examinations, stand down, school events and examination results. Where required, further details will be provided nearer to the event.

Year 13 trial examinations

Year 13 students will sit trial examinations from **Monday 4 February – Friday 15 February 2019**. During this time, students will be on study leave and are only required to attend school for their examinations. However, students are welcome to revise in the Sixth Form study areas if they wish.

Please note, that for the week of 11 – 15 February, lunch break will be from 12:20-1:20pm. This allows the afternoon examinations to start at 1:15pm. Despite this change, some examinations may run past the end of the school day (as is the case during public examinations). Unfortunately, it not possible to hold the school buses past 3:30pm; where necessary, students should ensure they make appropriate arrangements to get home.

A letter with further details, including the examination timetable, has already been sent via e-mail. Please note, that on arrival to school (either for an examination or to revise) all students must sign in using their school pass. When they leave, they must sign out. This ensures we know who is on the school site at any given time.

Public examinations (including contingency date), stand down and coursework

A Level written examinations start on Monday 20 May 2019. Year 13 students will therefore **stand down on Friday 17 May 2019**. Their final day of lessons will be on Thursday 16 May; arrangements for Friday 17 May will be communicated nearer to the time.

The following **dates for practical / oral examinations** should be noted:

- A Level Drama: practical examination will take place in the week of 25 February 2019.
- A Level Art examination: 8 – 10 May 2019.
- A Level Photography examination: 14 – 16 May 2019.
- A Level French, German & Spanish: oral examinations take place between 29 April and 10 May 2019.

All students and parents/carers are asked to note that the examination boards have announced a contingency examination date for Summer 2019. This contingency day will be used 'in the event of widespread, sustained national or local disruption to examinations during the June 2019 examination series'. If such an incident occurred, one or more examinations could be rearranged for the **contingency date, which is Wednesday 26 June 2019**. Whilst we hope no event requires the use of this date, students should be aware that they may be required to sit examinations on this day.

Students will be aware of coursework deadlines that apply to them; it is imperative that all deadlines are adhered to so that the final preparations for written examinations are not compromised by overrunning coursework and so that all work can be marked in time for submission to the examination boards. Students will be informed of their unmoderated coursework mark by their subject teacher. Any student considering appealing against the mark awarded should refer to the school's Internal Appeals policy (available on the school website).

Leavers' events

The **Leavers' Dinner**, an event organised by the school, will take place on the evening of **Wednesday 26 June 2019**. This event is a formal occasion in the school Hall, with students and staff enjoying a sit down meal and speeches.

The **Year 13 Prom** is organised by the students and takes place away from the school site. This year's prom takes place on the evening of **Thursday 27 June 2019**.

Examination results

A Level examination results will be released to students on **Thursday 15 August 2019**. Students will be able to collect their examination results from school (times for collection will be confirmed nearer to stand down). Results will also be e-mailed to all students at their school e-mail address; unfortunately, we are unable to e-mail results to other addresses. If another person is collecting your examination results on your behalf, you must inform Mrs Zanetti in writing or via e-mail (j.zanetti@parmiters.herts.sch.uk) prior to the end of the Summer term.

We hope this provides a useful overview of the key dates. We will be in touch with further details as and when appropriate.

Yours sincerely



Mrs E Berks
Assistant Headteacher



Mr A Porter & Mrs W Rowland
Heads of Sixth Form