

March 2011

Dear Parents



Year 11 Final Day, Examination Study Leave and Book Return Arrangements

Arrangements for Year 11 in the lead up to their examinations will be as follows:

Arrangements for Thursday, 12th May 2011

Students attend at the normal time. Normal uniform **must** be worn with no elements of “fancy dress” at all. If students wish to have their friends sign an old shirt this is allowed but it must not be worn. Books are not required – bags should not be brought to School. The morning’s events will include time as a House group, a Leavers’ Brunch in the Grant Quad (weather permitting), and a Leavers’ Chapel. We expect students to be dismissed in the middle of the morning, and my senior staff and I will be monitoring the town centre, station, parks and area around the School and expect to see students going home in an orderly way. We are acutely conscious that members of the public can be disturbed and inconvenienced if young people behave badly. We would deal with this severely.

Students are reminded that this is their last day of normal teaching before examination rather than their leaving day. It is a normal working day for the rest of our School community, with many students involved in exams in other Year groups. Students who view Thursday, 12th May as their “Leaving Day” ignore the fact that they remain students of the School until the end of June and remain dependent on the School for administering their examinations. There is to be no gathering as a group off site and coming to School en masse. The exploits of a minority of students on this final day have on rare occasions in the distant past brought substantial personal expense, upset to individuals and families, as well as unwelcome publicity for the School. No one, staff, parents, or students, would wish to see any kind of embarrassing behaviour which could so easily lead to endangering the lives of young people or of others, or anything that would affect examination or career or employment prospects. Should I deem any behaviour of individuals or groups of students to be unacceptable, I will have no alternative but to cancel the morning’s activities. Students who behave on this day, or during the final week, in a way not befitting this educational establishment, will **find as a minimum** that their parents will be contacted and they will be removed from the School premises. I would also reserve the right to cancel a student’s early leave privilege and keep them in School until the end of the normal working day; or to revoke study leave privileges and have them back into School for supervised private study the following week. Mr Storrie (Deputy Head) and Mr Hollingsworth (Assistant Headteacher) have been working very closely and at length with Year 11 Form Captains to plan an enjoyable and memorable last day of normal teaching. Final details of these arrangements will be published very soon.

Students must stay away from other schools during their last day – a very dim view would be taken of any student who causes trouble for another school or its students.

We are sure that you will provide the support necessary to maintain all that we have jointly worked for during the past two years - indeed for the whole time that your youngsters have been at St George’s.

Arrangements for Study Leave commencing Friday, 13th May 2011

As part of the School’s ongoing support for the Year 11s and their GCSE exams, we will be once again running the Study Leave Programme (“SLP”).

The SLP is designed to enhance student’s performance at GCSE by targeting potential, for instance, a session might focus on students who should be raising their predicted D grade to a C with practical ways of achieving this.

The SLP works as part of a full programme of study and support which should include the study day last term, Tutor mentoring, organisation of notes, study techniques, the use of a study timetable and of course the key factor “Home Revision”. Students and staff have both had an input in to the programme and students have been issued with a timetable of sessions based on their ability and needs. Attendance is compulsory and therefore all students will be expected to attend the sessions that have been allocated to them. Registers will be taken at the sessions and attendance chased. I am sure that students will find the sessions of benefit and will respect the staff time and effort in running them.

During the SLP, tutors look to speak to each of their tutees every couple of weeks to provide support and encouragement. This is often done face to face, but also can be by a call to the student's home or by e-mail. Tutors have found that with some students getting in contact by such means is very difficult, whereas a call to the student's own mobile phone will always succeed. You can indicate on the reply slip whether you are happy for your child's tutor to use this short cut.

Students may not do paid work during School hours during the study leave period, and may only do such work following the completion of their last examination.

Illness during the Examination Period

Students who are unable to attend examinations due to illness **must** telephone the Exams Office on 01582 716242 or 01582 716272 as soon as possible, leaving a voicemail message if necessary. If the exam has been missed for medical reasons, a Doctor's note must be obtained and passed to the Exams Office **WITHIN 5 DAYS**.

Venue of Examinations:

All Year 11 students will receive a personal timetable, showing the exact room and seat number for each exam. It is very important that they know this information each time they come into School for an exam. It is also available on the notice board outside the Exams Office from 24 hours beforehand.

Students are reminded of the importance of bringing the necessary equipment to exams, in particular a black pen (and spare) and, where appropriate, a calculator. The Exams Office cannot undertake to loan these items to students who forget them. They should also ensure that they are at the exam room **15 minutes before the published starting time of the exam**.

Dress Code

The School dress code continues to apply when students are in School for examinations or study leave sessions. This includes regulations concerning hair, which cannot be cut shorter than a number two cut and should be a natural colour. **We require students to wear proper School uniform in every regard to be admitted to the examination hall.**

Book Return

Book return is on **Monday, 27th June 2011** starting at **2.45 pm** in the Dining Hall. Students who have locker keys on loan to them must return these to their Head of House. It is vital that students return books on this date. Parents will be billed for books that are not brought back. If students "improvise" book return by abandoning books in departmental offices at other times, or handing them into the staff room, they should not be surprised if they are billed, and expected to pay that bill, as they have not followed proper procedures and we have no record of the books being returned.

Chapel Arrangements and Thanksgiving Service

Students in Year 11 have been told that they are expected to attend one chapel before study leave begins, and thereafter their compulsory chapel requirement is waived. A small number of students, whose chapel attendance earlier in the year was unsatisfactory have, I know, arranged with their Heads of House to make good the deficiency during term in order to be eligible for Sixth Form admission. The Thanksgiving Service is scheduled for Sunday, 17th July 2011 at 10 am. All students and their parents are invited to attend this special occasion: whether the student plans to leave or plans to stay into the Sixth Form. This is a service to give thanks for our work as parents, students, and staff over the last five years. Students are expected to attend in uniform.

Repeating Year 11

Parents have, in the past, sometimes approached the School when children have been unsuccessful in GCSE exams to ask that they might repeat Year 11. We have not allowed this for several years. We do not intend to make this provision for any student in 2011-12.

Examination results

GCSE Results Day is Thursday, 25th August 2011. Details are in a separate letter issued to all Year 11 students.

Progression to the Sixth Form

It is very important for students to plan ahead and ensure that they are in Harpenden and available to come into School for Sixth Form registration day on Tuesday, 6th September 2011.

I should take this opportunity to remind students of the vital importance of working hard to achieve the grades they need to return to the Sixth Form and begin AS courses. The Sixth Form brochure made clear that in almost all cases, a B grade is needed at GCSE to be accepted onto an AS course of study. **Students who do not meet entry criteria for courses are thus likely to be turned away by Heads of Department with the full support of the School.**

There are a small number of students who we may only register for Year 12 "on probation" due to problems in Year 11 with basic standards such as attendance and punctuality. These students have already been informed. This would mean that while they would be allowed to begin Year 12, their continued presence in our Sixth Form would depend on them showing a rather better adherence to our standards.

Uniform in the Sixth Form

We have attached confirmation of the Sixth Form Uniform requirements for September 2011. As was stated in the Post 16 Options Brochure, there have been some small amendments. The reasons for this are to maintain the high standards, but also to make it much clearer. If students wish to tempt fate by buying new clothing for use in the Sixth Form before they have their GCSE results, they need to be minded of this revised uniform code.

Please sign, detach, and return the form on this page to your son/daughter's tutor by Friday, 1st April 2011.

Yours sincerely

N F Hoare
Headmaster

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Year 11 Examination Leave 2011

I/We have received and noted the arrangements governing study leave and the Sixth Form Uniform requirements for September 2011.

I am / am not* happy for my son/daughter's tutor to contact him/her on his/her mobile phone as part of the programme of study leave support (*delete as applicable).

Student's name: _____

House: _____ Tutor: _____

Student's Mobile No (see above): _____

Parent's signature: _____ Date: _____

PLEASE RETURN TO YOUR CHILD'S TUTOR BY FRIDAY, 1ST APRIL 2011.

Sixth Form Uniform Rules – 2011/2012

SIXTH FORM STUDENTS ARE EXPECTED TO SET AN EXAMPLE TO THE REST OF THE SCHOOL THROUGH THEIR HIGH STANDARD OF BUSINESS-LIKE DRESS AND THE WAY THEY PRESENT THEMSELVES.

Ladies

Are to wear a formal tailored suit (not tight fitting), with jacket (which must be worn at all times) and either trousers or skirt in **identical plain coloured material**. Denim, "jean style", or leather are not allowed, but an understated traditional pattern in the cloth (eg herringbone, pinstripe) is acceptable.

A formal blouse or fitted shirt must be worn. Both must feature turned-down collars, sleeves and buttons, and be long enough to cover the midriff. Undergarments should not be visible. Tee shirts, polo shirts, very brief or low cut tops are not acceptable.

If a skirt is worn it must be of a respectable length, a knee above a knee as for Years 7 to 11. A formal suit dress with matching jacket is acceptable.

Shoes must not have exaggerated soles or heels (maximum heel height of 8 cm) and must be formal in style, formal smart ankle boots (not soft or casual) are also acceptable; no flip-flops, soft shoes or sandals. Shoes/ankle boots must be patent or polishable.

Make-up and jewellery should be kept to a minimum. If ears are pierced only one small earring per ear is allowed. No other visible piercing is allowed.

Hair must be a natural colour, may not be extreme in style, and should not be shorter than a number 2 cut.

In the summer term only, women may choose to wear a sleeved dress, with a smart tailored jacket. No leggings, capri pants or footless tights.

Mrs Priestland, Deputy Head of Sixth Form, is the ultimate arbiter of what is acceptable for Ladies.

Gentlemen

Are to wear a formal tailored suit, with jacket (which must be worn at all times) and trousers in **identical plain coloured material**. Denim, "jean style", or leather are not allowed, but an understated traditional pattern in the cloth (eg herringbone, pinstripe) is acceptable. Matching waistcoats are acceptable.

Ties must be worn with a collared shirt and properly tied.

If a jumper or cardigan is worn with a jacket it must be plain and v-necked, so that the tie is visible.

Jumpers may not be worn without a jacket and may not be hooded.

Shoes must not be trainers or sandals and must be polishable and formal in style.

Any facial hair must be above the neck and neatly trimmed. No make-up or visible piercing is allowed.

Hair must be a natural colour, may not be extreme in style, and should not be shorter than a number 2 cut.

In the summer term only, men may choose to wear a blazer with smart tailored trousers (no denim or "jean style" or corduroy).

As is the case in the main part of the School, the Head may direct in hot weather that men and women may dispense with jackets/ties.

Mr P D Simon, Assistant Headteacher 14-19, is the ultimate arbiter of what is acceptable for Gentlemen.