



Mayfield Grammar School Gravesend

A Specialist Science and Language College
Pelham Road, Gravesend, Kent, DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195

Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk
Headteacher: Mrs E Wilson B.A. (Hons)

100

1914 - 2014

April 2019

Year 13 Home Study and Leavers' Assembly Arrangements

Dear Parent/Carer

I would like to confirm that the last day in school for Year 13 students, before their examinations, will be **Thursday 16th May**. On this day they will have their leavers' barbeque and be free to leave by 12pm. After this date they are only expected in school for their examinations or unless individual subject staff have made specific arrangements for further lessons. History students have an examination on Wednesday 15th May. They will be granted Tuesday 14th May as additional Home Study leave. Some students may not be granted Home Study if they have not made sufficient progress from their mock examinations and staff feel their time would be better spent supervised in school.

During the examination period, students are only expected in school when they have an examination. They do not have to register, but they must be fully aware of the days and times when they have examinations. They must ensure that they are in school at least **30 minutes** before an examination begins and be outside the examination venue 15 minutes before the start time. This will give them a chance to settle themselves and check that no alterations have been made to the instructions they have already been given.

All students are expected to be dressed in accordance with the Sixth Form Dress Code outlined in their Information booklet. Any student who is inappropriately dressed may be asked to sit the examination in another room away from the other candidates.

If there is a problem over an examination, for example, illness, then it is essential that Ms Everden is made aware as early as possible by telephoning the school. Ms Everden can be contacted on 01474 369643. At the earliest opportunity, a medical certificate must be given to Ms Everden so that the relevant Examination Board can be informed. They will make no allowances without a medical certificate. If students wish to come in to school to study, arrangements can be made, but they must inform someone that they are in school, by signing-in at the main office. This is essential for health and safety reasons.

All Year 13 students are expected back in school on **Friday 28th June** for their final Leavers' Assembly and to return their textbooks to subject staff. **On this day they should arrive promptly for registration in their form rooms by 8.20am to allow them to be organised for assembly.** They will be free to leave school once all books have been returned. If any student is not able to attend on 28th June, they need to bring in a letter and ensure that all books are returned beforehand.

A Level results will be published on **Thursday August 15th** and there will be staff on-hand to help with any queries. Students will be able to pick up their results between **7.30am and 10.30am** on that day. After that results can be collected from the main office. I will also be in school on **Friday August 16th between 9am and 11am** if any students need further advice or support.



Science



LANGUAGE
COLLEGES



INVESTOR
CAREERS



ARTS COUNCIL
ENGLAND



THE PRINCE'S
TEACHING
INSTITUTE
2015
GEOGRAPHY



Please return the reply slip to your relevant tutor by **Friday 26th April**. **Home study will only be granted if the reply slip is returned, all unexplained absences are cleared and the Independent Learning Record is completed.**

I would like to take this opportunity to wish all students good luck in their examinations and every success in the future. It has been a pleasure to know them!

Yours sincerely



Mrs L Absolon
Assistant Headteacher
Head of Sixth Form

Year 13 Home Study Dates and Results Information 2019

To: **Learning Leader via Year 13 Tutor**, Mayfield Grammar School, Gravesend, by **Friday 26th April**

I/We acknowledge receipt of the above letter and understand the arrangements and conditions stated.

Signed.....
Date.....
(Parent/Carer)

Student's Name.....
Tutor Group.....