



*Anchored in Christ*

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Monday 23rd May 2016

Dear Parents/Carers,

### **Year 11 Exam Arrangements**

Following a number of parental and student requests, coupled with the volume and intensity of many of the exams coming up this week, after today (Monday 23rd May), **students will only need to attend the Academy for their exams and compulsory revision sessions**. Details of these are included below. The students have met with their Heads of House this afternoon and expectations have been shared regarding the remainder of the exam period and the best ways for them to optimise their time.

Whilst students will no longer be in lessons, we are still running a number of revision sessions during lessons slots, after school and over the half-term holiday. All of these will be taken by our staff and it is really important that son/daughter attends these sessions. In addition, many students will be requested to come to the Academy to complete work for their BTEC courses or ECDL (The 'European Computer Driving Licence', an internationally recognised IT skills test). We will contact both the student and yourselves if this applies to your son or daughter. We have a limited number of study spaces available during the Academy day and if you would prefer your son or daughter to study at school then this can be arranged. However, they will be expected to attend in full Academy uniform, sign in at reception and will only be allowed off site during lunchtimes.

### **Prom**

This year's Prom venue has been selected by the Year 11 Prom Committee and will take place at the Earls Court Holiday Inn on Friday 24th June 2016, 7.00 p.m. for a 7.30 p.m start and will finish at 10.30pm.

### **Results Day**

Results will be available for collection on Thursday 25th August 2016 from 9.00a.m. to 12.00pm. If students are unable to collect results in person, a letter must be supplied or an email sent to designate someone to collect them on the student's behalf. This letter must be addressed to Mrs Bradu, Exams Officer (Silvia.Bradu@chelsea-academy.org)

### **Return of Textbooks**

Students should return any books they have borrowed from the Academy or from the LRC to the relevant staff member. If they have revision guides that they will no longer need, they should return these to the subject teacher or curriculum leader of that qualification so that we can use them again.

### **Appeals**

If students are unhappy with a particular result and would like to apply for a re-mark/clerical check please contact Mrs Bradu, Exams Officer, to discuss the issue and the cost. Payment will need to be made prior to the appeal being applied for.

### **Certificates**

Final exam certificates will be available for collection from the school reception after November 2016. We will put this information on our website.

The next few weeks are critically important to your child's future success. Thank you for your on-going support, working in partnership with us to help your child study and retain their focus during this time. We wish them the very best of luck, and will be here to support them at any time if they need our help.

Yours faithfully,

Georgina Michaelides  
Assistant Principal