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# Cirencester Kingshill School

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*Head: Christine S. Oates*

March 2023

Dear Parent/Carer,

As you will be aware, we are fast approaching the start of the examination season and as such, this rather lengthy letter contains a range of important information which I would encourage you to read and then save somewhere safe for future reference.

Firstly, I have to say that overall, we are very impressed by the way in which our Year 11 pupils are approaching their studies: in the main, they are a hard-working and diligent year group who are working well in preparation for their examinations and are developing into mature young adults. Indeed, as I write this, I am able to reflect with real pride on how well they presented themselves during our day of mock interviews and photographs last week: they looked incredibly smart and impressed all of us, staff and interviewers alike, with their maturity and overall conduct on such an important day. Moving forward and with so much still at stake, it is vital that they stay focused in lessons during their final few weeks and remain calm around the school so that there are no distractions from the tasks in hand. We would also really encourage that they use the forthcoming Easter break to undertake some focused revision across all of their subjects and, as we have discussed in assemblies, create a clear plan to help guide their study programme.

The examination schedule around the final fortnight before the May half-term is fairly relentless with most pupils needing to sit at least one examination each day but, based on past experience, we firmly believe that keeping our pupils in school for as long as possible, and completing revision with teacher supervision and targeted teaching in lessons when they do not have examinations is the most productive use of their time. Therefore, **their official leaving date has been set for Friday 26<sup>th</sup> May 2023**. Indeed, this is very much an expectation of both the Government and Local Authority who advise that any non-attendance before the official leaving date, beyond the usual medical or other related issues, are non-authorised. As such we would kindly ask that you support your child's attendance at school and must emphasise that we are unable to accept home study as a reason for them not being in school: any sustained non-attendance during this time would risk them losing their eligibility for the Prom.

### **Year 11 Celebration Day**

Alongside the final stages of preparing our Y11 pupils for their examinations, we are also mindful of the need to ensure that the year group have a send-off from Kingshill that is an appropriate celebration of their time with us. As such, we are planning for a Year 11 Celebration Day which will take place on **Friday 12<sup>th</sup> May 2023** with pupils being free to leave school at 1.15pm. On this day, pupils are asked to arrive in their usual school uniform: they will attend registration and lessons 1 and 2 as normal before they move into a later break time where we hope to have cakes and drinks available for them in the canteen, along with a digital photograph display to remind them of some of the highlights and memories of their time at Kingshill. Immediately after this, they will be formally welcomed into their final – and extended - assembly with us, for which they must still be in



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their usual school uniform. This assembly will be a mix of some formalities and also, hopefully some humour, and is always something that past pupils reflect positively upon.

When this assembly has finished, pupils will be free to change into their own choice of clothes for the customary shirt signings and celebrations during lunchtime, where we will gather them on a designated area of the field for them to spend time as a year group and so that photographs can be taken, hopefully including one of them as a whole year group which will be available for all pupils to download from us. At 1.15pm, pupils will be registered in their tutor groups on the school field before our final farewells at which time they are free to leave. Any pupils who wish to stay in school during that afternoon (and from experience there are usually none!) will be based in a supervised classroom and will be expected to complete private study.

Prior to the final day on Friday 12<sup>th</sup> May 2023, pupils will be asked to clear their lockers by the end of school on **Thursday 11<sup>th</sup> May 2023**. All lockers will be left open during the 12<sup>th</sup> May and pupils are kindly asked to remember that our usual school rules regarding both the consumption and possession of tobacco and alcohol do still apply. We would also urge them to behave sensibly during the remainder of their afternoon and evening on 12<sup>th</sup> May, bearing in mind that they all have examinations in the final fortnight! We also kindly ask that all pupils are considerate of local residents as they leave school. It would be a real shame for anyone to lose their eligibility for the Prom due to their behaviour on the final day.

## **Expectations**

During their final weeks of school, we are working to ensure that pupils are supported in balancing the logistics of sitting examinations and revising well in lessons, as well as continuing to follow the usual routines and expectations. We want to do all that we can to ensure that the year group have an enjoyable end to their time at Kingshill School as outlined above. However, the excitement around the end of their school days must not be at the expense of interfering with the focus on the preparation for examinations or the overall ethos of the school. Indeed, it has been made clear to pupils that any actions which disrupt the learning of others, causes damage to the school or distracts from our overall ethos will be completely unacceptable; the weeks ahead are absolutely crucial and any pupils who behave in a way that is not conducive to the calm, focused atmosphere that is required will, in all probability, be placed on early study leave or be based in the Student Support Room for the remainder of their time with us, up until the 12<sup>th</sup> May. This would also mean that they would not be involved in the celebrations of the Leavers' Day and would no longer be able to attend the Prom. I would be grateful if you could please reinforce this message to your son/daughter.

## **Lessons Beyond Celebration Day and Leavers' Day**

After the celebrations on 12<sup>th</sup> May 2023, we maintain our expectations that pupils should be in school as usual for the final fortnight of term. As mentioned above, most of them will have examinations to complete and in times where they are not in examinations, they will be in lessons for crucial revision support. Beyond this fortnight, and after the published Leavers' date of 26<sup>th</sup> May 2023 pupils are not required to attend school (apart from to complete their examinations!), although our usual school timetable will still be running. This means that where pupils would usually have lessons scheduled, their teachers will still be in their classrooms, ready to supervise subject revision. In most subjects, examinations continue well beyond 26<sup>th</sup> May 2023 and into Term 6. Many pupils will appreciate the relative flexibility of being able to coordinate their own revision at home but they are very much



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welcome to come into school to revise in their classrooms where they can benefit from teacher support. There will also be a designated study area for private revision, which we will publicise more details of nearer the time. If a pupil is in school from 8.50am, they should report to their usual tutor room to be registered there, but if pupils are coming into school after morning registration to attend lessons or private study, they must ensure that they sign in – and out - at the desk outside Pupil Reception for the purposes of fire records.

If a pupil is attending school at the start of an examination, they must ensure that they arrive directly at their examination venue, at least 10 minutes before the published start time. On these occasions, they do not need to sign in at Pupil Reception as their attendance is registered in the examination room.

In every case, pupils must be wearing appropriate school uniform and adhere to our usual expectations.

## **Returns and Collections**

The Leavers' Hoodies are due to be delivered sometime in June and we will notify you when they are due for collection. This will be coordinated as a 'Returns and Collections' event where we ask that pupils return any text books that they have borrowed or been loaned (if they haven't already done so), along with any other equipment and uniform that they wish to donate. These can then be loaned, passed on or sold onto other pupils to support other families and to raise funds for the school. As they return – or donate - these items, they will be able to pick up their tickets for the Prom and their hoodies. More details regarding the scheduling of this event will follow in due course.

## **Results Day and Staff Contacts:**

Please do be aware that Results Day this year are published to pupils on **Thursday 24<sup>th</sup> August 2022** and can be collected from the Dining Hall between 9.00am and 11.00am. For any pupils who are unable to collect their results in person, we will put them in the post at 11.30am on this day. If you would like the results to be emailed on 24th August, please could you and your son/daughter notify Mrs Hitchcock, Examinations Officer, of this request prior to the end of the summer term on Friday 21st July 2022. You are advised that as the results are regarded as 'belonging' to the child, it must be your child's email address (or another address requested by the child) that they are sent to. Any other queries about the publication or collection of results should be made to Mrs Hitchcock. She can be contacted on: 01285 651511 or via email at, [jhitchcock@cirencesterkingshill.gloucs.sch.uk](mailto:jhitchcock@cirencesterkingshill.gloucs.sch.uk)

If on the day, you have any queries around results in a specific subject, you are asked to contact the appropriate Head of Faculty. For any queries around post-16 progression, you are advised to contact Mrs Hicks ([phicks@cirencesterkingshill.gloucs.sch.uk](mailto:phicks@cirencesterkingshill.gloucs.sch.uk)) and on mobile number: 07722 125280 or myself ([jmorland@cirencesterkingshill.gloucs.sch.uk](mailto:jmorland@cirencesterkingshill.gloucs.sch.uk))

We plan to formally celebrate the achievements of the whole year group during an Awards Evening in November, and will send more details of this nearer the time. Lastly, on behalf of all of us here at Kingshill, could I thank you for your support of the school and emphasise our very best wishes to all of our pupils in achieving the success that their endeavour deserves. Being the parent or carer of an adolescent will always bring its own challenges, especially in their final year of school. Your support and willingness to work with us so effectively is much appreciated and is reflected so positively in the



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way that your children have adapted to all the challenges that life has brought them in their final years with us at Kingshill School.

Yours sincerely,

Mr J Morland  
Senior Assistant Head/Head of Key Stage 4