



# BROUGHTON HALL HIGH SCHOOL

## Technology College

Yew Tree Lane, West Derby, Liverpool L12 9HJ

Telephone: 0151-235-1500 Fax: 0151-259-8448

E-mail: [admin@broughtonhall.com](mailto:admin@broughtonhall.com)

Internet: <http://www.broughtonhall.com>

Headteacher: Ms. S. A. Clarke B.Ed (Hons), M.Ed, NPQH

Dear Year 13 Parents/Carers and Students

## Year 13 Examination and Leavers' Arrangements.

Your daughter is due to begin her A2 written exams in June. In order to support her through this vital period, she has been given permission to study at home from Monday 1<sup>st</sup> June, **when she does not have a lesson**. Morning registration will no longer take place during this period but it is essential that your daughter attends **all lessons prior to the examination for each subject area. BTEC lessons will continue as normal.**

The Year 13 Leavers' Mass will take place on Friday 22<sup>nd</sup> May. Students will attend lessons as normal in the morning. At lunch time, there will be an opportunity for staff and students to meet for light refreshments in the café. At 1:15 pm, we will walk to St Vincent's chapel for their leavers' mass. This will be a very special day for students and an opportunity for us to wish them good luck for their future and forthcoming exams.

All students have already received their official timetable and examination information. During the exam period, on arrival at school, students must sign the registration sheets which will be available throughout the day at the sixth form reception. It is essential that your daughter signs these sheets so that we know she is on site and also when she has left the site. All students should arrive **30 minutes before** the start of their examination and should wait in the cafe area, close to the reception desk. Students will be collected from this area and escorted to their examination room by a member of the sixth form team.

The supervised study area is available each day and after school should your daughter wish to have a quiet area where she can prepare for her exams. Please note that all writing equipment for the examination must be in a clear bag. Only black pens can be used in external examinations. Bottled water is allowed in the examination rooms but must be in a sports bottle with all labels removed.

**Parents must be advised that any student found in possession of a mobile telephone whilst in an examination room, will have that examination paper disqualified. This contravention of examination rules can also result in all other examination papers being cancelled.**

**If your daughter is absent from any given examination you must provide a valid doctor's note or parents/guardians will be invoiced for the cost of all missed examinations.**

Broughton Hall High School is committed to safeguarding and promoting the welfare of young people; we expect all pupils, staff, volunteers and visitors to share this commitment.

