

YSGOL BRYN ALYN

CHURCH STREET, GWERSYLLT, WREXHAM, LL11 4HD

Tel: (01978) 720700 Fax: (01978) 752889

Website: www.ysgolbrynalyn.co.uk

e-mail: mailbox@ysgolbrynalyn.wrexham.sch.uk

Headteacher: Adele Slinn, B.A. (Hons.) NPQSL, NPQH.



3rd May 2023

Dear Parents/ Carers,

Class of 2023 – End of year & GCSE Exam arrangements

I am writing to confirm the arrangements and leaving date for the class of 2023. As you are aware the Summer GCSEs begin on **Friday 12th May 2023**. Your child will have received their exam timetable for the summer examinations.

Your child's last full day at YBA, before their examinations, will be **Friday 26th May 2023**. Until this time, pupils are expected to attend school as usual. If a pupil is ill, please contact your child's Form Tutor or our Attendance Officer as per the school expectations regarding absence. Examination sessions will run concurrently with our normal timetable and revision sessions will play a key role at this time both during and after school. **Attendance at our Year 11 Prom will be at risk should pupils not turn-up.**

After this date, Year 11 will be expected to attend revision sessions / classes for examinations for GCSE exams that they have not yet sat. Subject teachers will be teaching students up to their exam on their normal timetabled slot. We request that students sign in/out at the attendance office when they are on school site. This is for their safeguarding and Health and Safety.

Please be aware that for the morning exam session students should be in school for **8.45am**. For the afternoon session exams students should register by **12.45pm**. This will give the students time to find their allocated room and seating plan which will be attached to the doors by the top hall entrance. In the event an exam is missed, the candidate will not be able to sit the paper. **If a pupil arrives late for an exam they may be refused entry.** Where a candidate fails to attend an examination, the school will send the parent a bill for the entry fee, which could be up to £40 for each examination. Please remind your son/daughter that **all candidates** should follow school policy and are therefore **required to wear full school uniform at all times**.

Arrangements for Friday 26th May:

- Students will be expected to arrive in school in full uniform at normal start time. If your child has got a YBA leavers hoodie, they may wear this as part of their uniform – we are giving them this privilege for their last week of their YBA career.
- Periods 1 & 2 will be normal timetabled lessons.
- At 11am pupils will make their way to the Top Hall for their Leavers Assembly.
- After assembly, students will have refreshments with their form tutors and will be able to have their shirts signed. We request that our pupils bring a separate shirt for signing.



- School will finish for our Year 11 pupils at **12.30pm**. If your child is unable to get home at this time, please contact Mr Hughes, via email (Hughesc16@hwbcymru.net), so that we can make supervisory arrangements until 3pm
- Attached to this letter is the school leavers form. Please can you encourage your son/daughter to complete this form to acknowledge the return of any textbooks or materials that belong to the school. This form will need to be signed by your subject teachers by **Wednesday 21st June, 2023** and handed into Mr Hughes.

I feel sure that you will continue to support your son/daughter over the coming weeks and that you will encourage them to follow a revision programme to enable him/her to be fully prepared for the GSCE examinations.

I should like to thank you for the role which you have played in our partnership and particularly for the support that you have given in assisting your child to fulfil their potential over the past five years. The school looks forward to news of their successes in the forthcoming examinations.

In conclusion, please can you confirm that you have read the details above by following this [link](#). In the event that you require any more information, please do not hesitate to contact, Mr Hughes, Year 11 Head of Year (Hughesc16@hwbcymru.net), in the first instance.

Yours sincerely



Mrs A. Slinn,
Headteacher



<u>Name of Pupil</u>	<u>Form</u>
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YEAR 11 LEAVING FORM 2023

You are required to obtain the signatures of each of your subject teachers, Librarian, your Form Tutor and Mr. Hughes

The form should be completed as you return the books to teachers following your examinations and finally submitted to:

Form Tutor for signature and scrutiny.

Mr. Hughes for signature, final check and filing.

The leaving form should be signed by each of your teachers even if you **do not** have any books to be returned.

In the event that the form is not completed, we shall have no evidence to confirm that you have returned all text books; in such cases we reserve the right to withhold your examination certificate.

Subject	Teacher	Signature	Comment (if required)
English			
Maths			
Science			
Option 1			
Option 2			
Option 3			
Library			
Form Tutor			
Mr Hughes			

THIS FORM MUST BE RETURNED TO Mr. Hughes by Wednesday 21st June 2023.