CFGS|6
ASPIRE BELIEVE ACHIEVE

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Dear Parents and Carers,

RE: Year 13 Summer Term Arrangements

I am writing to inform you of arrangements for the Summer Term as students prepare for their A Level and GCSE resit examinations and BTEC final coursework submissions.

A Level Students

Written A Level examinations begin on Monday 11th May. To support your daughters learning and exam preparation, **she is to attend lessons until she has sat the final exam for each subject**. Teachers will be devising lessons to consolidate learning, close misconceptions and explore examination questions. Your daughter should attend all of these lessons; she should only miss a lesson if she has an exam.

During her non-contact time, she should be using her Independent Study Time by having a firm revision schedule in place, to use her time wisely and prepare for her examinations by revising content, conducting practice essays and essay plans. She should structure her day to ensure she is covering the appropriate content for each of the subjects that she will be examined, and not only focus on the topics that interest her – she needs to cover the entire specification.

A Level students do not need to attend daily registration from Monday 18th May and will instead receive pastoral calls from their tutors.

BTEC Students

Students **must attend all BTEC lessons until all their work has been signed off by the Head of Department and myself**, and is at least at their target grade (where possible). The final submission date for BTEC work is Friday 22nd May however your daughter can leave earlier providing she has submitted all work and that is has been signed off by the Head of Department and myself. If your daughter is signed off before the Friday 22nd May she will need to remain available to come in in case any assignments require further work, or they have not signed the declaration form. **Under no circumstances should your daughter remain at home during this time unless she has been signed off.** All Extended BTEC students are required to attend a registration on **Mondays in A101 at 8:40am**. This will be their weekly face to face contact time with the pastoral team until they have been signed off.

IT is advisable that BTEC students do not travel outside of the UK until the end of June, just in case they are reqeusted to attend and complete additional exam board documentation.

Spaces in Aspire to aid exam preparation

During Independent Study Time, students can use the resources available in CFGS6 to prepare for their examinations. To provide additional space for students, we have rebranded the areas of the Aspire building to support students in their examination preparation from Tuesday 5th May.

- **CFGS6 Social Zone** – **Cafe6** – this is a space students can use to socialise
- **CFGS6 Study6 Zone** – **Study6 and Break Out areas** – these are spaces that students can use to work in small groups throughout the building (noise levels must be to a minimum with no socialising during lesson time). Study6 is staffed by our KS5 Academic Learning Coordinators, Mrs West and Ms Mackenzie from 8:30 - 4:30pm

- **CFGS6 Silent Zone** – **StudyZone** – the entire third floor of Aspire will be a staffed silent working area from 8 – 5pm. This area holds individual study booths, table workspace, laptops and desktop computers. This area is supported by KS5 Study Supervisor, Ms Mizan.

Students are encouraged to study onsite and have access to all resources from 8am – 5pm Monday – Friday to ensure they are utilising their time well. In addition to this, **we are opening the StudyZone from 9-4pm on Tuesday 26th May and Friday 29th May** for your daughter to attend to have a quiet space to study and use the resources. This will be staff by Ms Mizan and students and required to register at 9am for health and safety purposes. Students can book a work area/ study booth using a link on ClassCharts that will be shared with students after the Easter Break, and they will receive confirmation of a space.

Leavers Form

Students who have completed their courses this year will need to complete a Leaver's Form which is available from Aspire reception. **Students studying BTEC ONLY will complete this form when their grade is signed off by Departments. A Level and BTEC combination students can only complete this after their last exam and their BTEC course has been signed off**. The form is personalised to their subjects; therefore, it is vital that they do not lose the forms when distributed and that all school resources (text books, library loans and ICT) are returned prior to completion.

Result Days

Your daughter's results days in the summer are **Thursday 13th August for A Levels and Level 3 BTECs.** Information regarding results day will be shared with you in early July. It is important that your daughter is in the UK on results day(s) so that she can confirm her Post 18 pathway. CFGS6 staff will be in school on both days to support students with any decisions following their results, including UCAS guidance if needed.

Lastly, I would like to thank you for your ongoing support of your daughter's studies and in ensuring that she continues to attend every lesson and intervention put on by her teachers and departments. As we know, this is a stressful time for students, if you are at all concerned about your daughter's wellbeing, if she is unwell during the examination season, please do get in touch with either her Head of Year, Mr Williams or myself.

Kind regards,

Mrs K Richards
Director of CFGS6