Dear Parent(s)/Carer(s),

As you are aware, students in Year 11 are currently in their examination period. Every student has received a personalised examination timetable. Students must ensure that they are in school and on time for their exams. We have been impressed so far with the effort and conduct of our Year 11 students.

There is a possibility that examinations scheduled on Wednesday 5th June 2019 and Thursday 6th June 2019 may fall on Eid al-Fitr. As examination dates and times are set by the examination board, we cannot alter the start time of 9:00am or 1:00pm. If your daughter fails to attend any examination, they will not be awarded a grade and will be charged entry fees in line with School Policy. We ask for your support in ensuring that your daughter arrives on time for any examination she may have on that day in full school uniform and she must not wear Mehndi as per all Examination board rules and regulations.

Study Leave

Year 11 study leave will start at the end of the day on Friday 24th May 2019. Students who have exams in the morning will need to arrive on the school site at 8.30am and go to registration at 8.35am as normal. When students have completed their examination they must sign out at Reception. Students who have exams in the afternoon will need to arrive at 12.30pm and report to Reception upon arrival. They will line up on the tennis courts at 12.45pm. When students have completed their examination, they must sign out in Reception. Please ensure that your daughter is in correct uniform ready for her exam.

Please note all students are expected to attend as normal up to and including Friday 24th May 2019. If you do not want your daughter to go on study leave and you wish for your daughter to remain in school until Friday 28th June 2019, please complete and return the consent form attached to the KS4 Pastoral Office, by Thursday 23rd May 2019.

Contingency Day

The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. The date that has been set aside as contingency day is Wednesday 26th June 2019. Please ensure your daughter is available to attend school if this is the case.

Celebration Assembly

A Year 11 Celebration Assembly will be held in school for your daughter on Friday 28th June 2019 at 10.45am this is an opportunity for staff to recognise the effort and achievements of your daughter over the course of
the academic year and her time at Hodge Hill Girls School. Please ensure your daughter is in correct uniform and on school site by 10.45am. The celebration assembly will last for approximately 1 hour and students will be dismissed and leave school site at 11.45am.

Prom

Prom will take place on Friday 28th June 2019, most Year 11 students have decided to attend this event and you will be aware if your daughter is attending. Prom will be held at St Andrew’s Football Stadium, Birmingham, B9 4RL (Blues Ground) from 7pm-11pm and you will have received letters about this event already. Please ensure your daughter is collected promptly at 11pm. If your daughter is being collected by the parent/carer of another student you will need to ensure they have written consent signed by you the parent authorising this and stating precisely who will be collecting them.

Please ensure that your daughter returns her locker keys and library books prior to attending the prom. Failure to do so may result in your daughter not being able to attend on the evening.

Examination Results Day

Examination Results Day will be on Thursday 22nd August 2019. Your daughter will be expected to collect her results between 10:00am – 12:00pm. If your daughter is unable to collect her results, then she should contact Ms Qureshi in advance. Your daughter will need to provide the name and photographic evidence of the person collecting her results on her behalf. Any photographic evidence provided will be confidentially shredded in accordance to GDPR regulations once the results have been collected.

Should you have any questions or require further guidance, please do not hesitate to contact the Pastoral Team at the school.

Finally, we would like to take this opportunity to wish all families observing the month of Ramadan well over the course of the month and thank you for your support.

Yours sincerely,

Mrs S Adu
Headteacher
Hodge Hill Girls School – Consent Form

Study Leave

PUPIL NAME: ___________________________ FORM: ________

Please sign and return if you do not want your daughter ___________________________ to go on study leave. Your daughter will remain in school until Friday 28th June 2019.

PARENT/CARER NAME ___________________________

PARENT/CARER SIGNATURE: ___________________________

DATE: ___________________________

Please return the consent forms to the KS4 Pastoral Office by Thursday 23rd May 2019

Educating Tomorrow’s Women Today