



*together we aspire,  
we discover,  
we excel*

## Lordswood Girls' School

Lordswood Girls' School  
Knightlow Road  
Birmingham  
B17 8QB

Headteacher: Mrs. J. Götschel B.A, MEd.

Tel: 0121 429 2838  
Facsimile: 0121 429 4840  
Email: lgs-enquiry@lordswoodtrust.co.uk

12<sup>th</sup> March 2019

Dear Parent/Carer,

### **YEAR ELEVEN ARRANGEMENTS – SUMMER TERM 2019 (letter amended)**

For convenience, all the arrangements regarding your daughter have been collected together in this letter. Please retain the information for reference.

#### **Practical examinations and intensive GCSE revision lessons**

Practical examinations and intensive GCSE revision lessons will take place from **Monday 8<sup>th</sup> April 2019** until your daughter embarks on her study leave. It is essential that your daughter is in school during this time to complete her practical examinations and formal studies. Attendance during this time will be closely monitored.

#### **Study Leave**

Your daughter's final day in school will be **Friday 10<sup>th</sup> May 2019**. She will be dismissed after the year 11 Leavers' Assembly which will commence at 2pm.

She will not need to be in school after this date unless she has an examination.

#### **National Leaving Date**

The government now sets an official leaving date for all Year 11 students. The last official day for Year 11 students is **Friday 28<sup>th</sup> June 2019**. Many colleges and sixth forms are running induction programmes after this date which your daughter should ensure she attends. For your information, the induction day at Lordswood Sixth Form Centre is **Monday 1<sup>st</sup> July 2019**.

#### **Lockers\***

Lockers **MUST** be emptied of all belongings by **Friday 14<sup>th</sup> June 2019** and left unlocked and in a clean condition. Any items left in the lockers after this date will be discarded.

#### **Return of Books\***

Your daughter is responsible for any school textbooks which have been issued to her. She will be notified about the arrangements for the return of books by her subject teachers. Please also note that any library books that have been borrowed from the library will also need to be returned.

**\*Payment will be required for any lost or damaged books and locker keys.**

## **Examination Arrangements**

Your daughter is responsible for checking her examination timetable and making sure that she is present for all examinations. Any absences must be covered by a medical note otherwise a charge will be made to cover the cost of the examination. This applies also to practical examinations.

Starting times will be **8.30 a.m.** for morning examinations and **1.30 p.m.** for afternoon examinations. Times must be carefully checked, as there are some mid-morning examinations. Times printed on timetables are the times the examination will actually start, therefore, students must arrive **15 minutes before** these times. Anyone arriving late for an examination will be refused entrance and parents/carers will be required to pay any costs incurred.

**Full school uniform must be worn for all examinations and students will be sent home to change if they are not wearing correct uniform. In addition, parents/carers should note that they are liable for the payment of fees for any examination missed and not covered by a medical certificate.**

## **Examination Results**

GCSE results will be available for collection in school between 9.30 a.m. – 10.30 a.m. on **Thursday 22<sup>nd</sup> August 2019.**

Results not collected personally will be posted on the day, provided that your daughter's results' envelope is stamped. Otherwise, results can only be collected on the first day of the Autumn Term, **Monday 2<sup>nd</sup> September 2019.**

**NO INFORMATION CONCERNING RESULTS  
CAN BE GIVEN OVER THE TELEPHONE**

## **Year Books**

If you have ordered a year 11 year book, this will available to collect on the examination results day on **Thursday 22<sup>nd</sup> August 2019.**

Yours sincerely



Mr N Goetschel  
Achievement Co-ordinator Years 10 & 11