



# KING JAMES'S SCHOOL

## KNARESBOROUGH

07D/leaversY13/2016-17/TBU/SDO

May 2017

Dear Student and Parent

### SIXTH FORM LEAVING ARRANGEMENTS

There is only a very short time left before the final examinations and staff and students alike will be working hard to ensure the best possible outcome for the summer. It is vital that levels of attendance and punctuality are perfect over the coming weeks so that we can maximise the benefit of the time available. In the vast majority of cases this will already be happening and the positive feedback from Year 13 Parents' Evening was most encouraging. After 13 years of schooling there is just over a month left. Every second counts.

The other purpose of this letter is to outline the main arrangements for the remainder of your time at King James's – please read it carefully and put it in a safe place!

#### End of Teaching

Year 13 lessons will finish at 11.15am on Wednesday 24 May. There will then be a Leavers' Assembly in S1 at 11.35am, finishing at approximately 12.35pm.

#### Examinations

You will receive your final examination timetable shortly and this should be checked carefully for accuracy. Please note the rooms for examinations and the starting times which are 9.00am and 1.20pm – **please arrive at least 10 minutes before the advertised start**. If anything either delays or prevents your arrival at school, telephone immediately and ask to speak to the Examinations Officer (01423 866061) or if they are unavailable, the Sixth Form Office (01423 798704). Candidates are not allowed to take a paper if they are more than one hour late whatever the reason. Full school uniform must be worn for all examinations.

#### Return of Books, Equipment and Locker Keys

Please return all your books and any school equipment personally to the relevant subject teacher or Head of Department and ask them to sign the attached clearance sheet. Please have a "good look" for any books from earlier years and return them to the Sixth Form Office.

Locker keys should be returned to Mrs Dobson, Sixth Form Administrator and school library books returned to the Library. Mrs Dobson and the Librarian will both sign the clearance sheet to indicate that your locker key has been returned and that you do not have any overdue library books. The Examinations Officer, also needs to sign the form to ensure that you have collected all your exam certificates. You will also need to ask Mr Hamer to sign the clearance sheet regarding the iPad scheme, even if you are not on the scheme.

#### Caution Money

You must return the fully signed clearance sheet to Mrs Dobson by Friday 30 June so caution money and locker deposit may be returned. As this will be in the form of a bank transfer, please complete the account details section on the clearance sheet.

#### Leavers' Event

This will take place at the St George Hotel, Ripon Road, Harrogate on Friday 30 June, timings and dress code to be confirmed. Tickets will be needed to gain admission on the evening and will be on sale from the Sixth Form Office shortly.

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## Results Days

'A' level results will be available for collection from 8.30am on Thursday 17 August. Other staff and I will be available for help and advice on the day and during the week following (full details will accompany the results). If you cannot attend please provide written confirmation to Mrs Dobson stating who will be collecting your results. They will also need to bring ID with them on the day. **We WILL NOT provide results on the telephone.**

**If you wish to phone school during this period PLEASE RING 01423 798704, NOT MAIN RECEPTION.**

## University Confirmation

If you have applied to university you do not need to send your results to them, UCAS will have already done this automatically. If you have acquired the appropriate grades for your first choice, or insurance choice, UCAS will automatically confirm your place. If you have just missed the offer you are holding, you may still be accepted; keep checking UCAS Track for the decision. If Track continues to show no decision on Friday 18 August do try to contact the university, although they will be very busy during the results period. When you arrive to collect your results please bring appropriate information with you, e.g. UCAS application number, university and course codes.

## Clearing

If your results are below your offers and you are not accepted by your two choices then you can go through clearing. You will automatically be sent a Clearing number and instructions from UCAS after results day. In Clearing, you can apply for any course that has places left; you don't need to keep to the same subjects as you first applied for. Lists of courses with vacancies will be published from 18 August until late September in many newspapers and on the UCAS website. Check the lists for courses that interest you and then contact the university to ask if they will accept you. Further details of the Clearing process are available on the UCAS website and further help will be available in school on and after results day.

## Adjustment

UCAS also have a system called "Adjustment". This is for students who have **met or exceeded their first choice offer**. These students are entitled to approach another university course and negotiate a place with them. If this is completed within 5 days, they may transfer their offer to the new institution. Obviously, this was designed to allow students to access a course they may have preferred, but did not receive an offer from. Further details can be found on [www.ucas.com/students/nextsteps/adjustment/](http://www.ucas.com/students/nextsteps/adjustment/).

I hope that you all prepare for your examinations so well that you can simply celebrate on the 17 August.

## Senior Prizegiving

Further details regarding Senior Prizegiving, when examination certificates and prizes are given out, will follow.

On behalf of all your teachers past and present, I wish you every success both in your examinations and your future life. Please do not hesitate to ask any of us if we can be of assistance before the exams, during them or in the future!

Yours sincerely



**Tracy Burt**  
**Acting Director of Sixth Form**