

Oaklands Catholic School and Sixth Form College

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Edith Stein Catholic Academy Trust
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Our Ref: MQ/SM

16 May 2024

Dear Parents, Carers and Students in Year 11

It hardly seems possible that five years' secondary education has come to a close. I am sure for parents and students this time is therefore full of mixed emotions. I apologise for the length of this letter, but it does provide a one-stop-shop, for all the critical information and further guidance for those staying on in the Sixth Form and those leaving Oaklands. A copy of this letter will be posted to students via ClassCharts.

Arrangements for up to Half Term

The detail related to the arrangements up to half term can be found in my letter [dated 26th April](#), all students have a detailed examination timetable and the exams are already underway. I have been very impressed with the way students have approached these so far. They have been a credit to you and the school.

On Friday 24th May, we will celebrate our final school Mass. **Students will be expected to be in full school uniform.**

We are aware that some students have purchased 'leavers' shirts'; students will not be allowed to wear these in the morning or in Mass, but they will be permitted to put them on after this, when on the sunken lawn. If a student is not in full school uniform, then they will not be able to participate in the leavers' activities. Furthermore, any student involved in any misdemeanour during the day, including drawing on school uniform, will be sent home without exception and their Prom ticket withheld.

The celebration of Mass is central to the school's ethos, the maturity that students have demonstrated so far needs to continue to the end. Our expectations will be explained to students on several occasions over the next week and I would ask you to do the same. Thank you for your support.

Following Mass there will be a celebration on the sunken lawn and students will be given a t-shirt which friends can sign; after this, Year 11 students will leave site around 12.50pm.

Exam timetable

Earlier in the term all students were issued with an exam timetable. Replacement timetables can be provided by Mrs Colley, the Examinations Officer. Going through the timetable with your child at the start of each week will help prevent any mishaps and keeping-in-touch with classmates also acts as a good check to ensure students are in the right place at the right time. Late entry to an exam is not permitted under the JCQ regulations.

A reminder that students line up at 8.50am for morning exams and 13.15pm for afternoon exams.

After half term it is important that students continue to attend exams **in full school uniform**. This includes adhering to the school policy on jewellery, face piercings and footwear. Please can all parents reinforce this to their children. I would like to avoid difficult conversations as students enter exams.

Illness During Examinations

As way of a reminder, particularly as your child is only scheduled to be in school for their exams after half term, if your child is ill for any reason and this is likely to impact on an exam, **you must contact the school immediately. If a student is ill they cannot take the exam on another day.**

If your child misses an examination, you will be required to complete the appropriate forms issued by the exam boards. The school is mandated to carry out an investigation this includes, but not limited to, any suspected malpractice following scrutiny of the form.

We must stress that if a student has claimed that they have missed an exam due to illness and they are seen in public or there is a suspicion related to the same, this includes for any convalescent, recovery or isolation period, they will be reported to the exam board. This may result in disqualification from the qualification and potentially from other ones too.

Exam Contingency Sessions

Thursday 6th, Thursday 13th and Wednesday 26th June

Another reminder of the Examination Contingency Sessions. The awarding bodies have designated Wednesday 26th June 2024 as the 'contingency day' for examinations. The afternoons of Thursday 6th June and Thursday 13th June have been designated as 'contingency afternoons' for examinations.

This means that all exam candidates must be available to sit exams from the start of the exam season in May until Wednesday 26th June 2024, including the two afternoons of 6th and 13th June.

Timetable and Equipment

A few students have not attended the exams with the correct equipment. A list of items needed for each subject will be on our website via [this link](#). Please note that the school only has a limited supply of spare stationery and equipment so is unable to guarantee that there will be sufficient stock to provide to students who are not fully prepared for their exams.

Returning of Catering Fobs

Week commencing 20th May 2024

In order that the cashless catering accounts can be properly reconciled before Year 11 students proceed on study leave, their catering fobs will not be able to be used in the canteen from Monday 20th May and instead Year 11 students should use only cash or a debit card during the public exam period.

Those students not returning to the Sixth Form next year should return their fobs to the Catering Office in the canteen from Monday 20th to Wednesday 22nd May. Surplus balances will be re-credited back to parents or can be transferred to a sibling. Students staying at Oaklands for the Sixth Form will be able to recommence using their fobs from the start of next term in September 2024.

Outstanding Debts

All outstanding debts with the school, as can be seen on Scopay, must be paid before the end of Friday 21st June 2024. Prom tickets will not be issued where there are outstanding debts. If you have any issues with outstanding debts, please contact the Finance Office as soon as possible.

Please can I also ask that any library books are returned, or we will have to add a charge for these at a cost of £8 per book to the outstanding debt amount owed.

Text Books

Please help Subject Teachers by returning outstanding textbooks; these are expensive and are needed for immediate use. Please have a big clear out at home and your child can then bring them back into school (please make sure we know who has returned them).

Second-hand Uniform

The OFPA (Oaklands Friends' and Parents' Association) would welcome any good quality, clean uniform which can be donated for re-sale. This can be handed into our Reception at the White House, or can be brought into school on Results Collection Day, Thursday 22nd August and left in the Sixth Form Reception. Thank you in advance for supporting this.

Sixth Form Applicant Day Tuesday 9th July 2024

We have arranged a Sixth Form Applicant Day for Year 11 students on Tuesday 9th July. This event is designed for students who intend to join Oaklands Sixth Form in September with the aim of allowing applicants to learn more about life in the Sixth Form and about preparations for courses next year as well as enjoying lunch on the sunken lawn with this year's Sixth Formers.

Students can attend lessons in their chosen subjects to get a flavour of Sixth Form teaching. Pizza will be provided at lunchtime so that students will have an opportunity to meet both staff and other new Sixth Formers informally. Some of the A Level subject matter may differ from content in Year 11 or may be a new subject altogether, so attending various taster lessons will help to ensure students have less disruption in September if they find the subject is not what they expected.

Students may make their subject choices from a timetable that will be available on the day. The timetable will also be posted on the Sixth Form pages of the school website shortly before the event so students can choose their subjects in advance.

Collection of Examination Results Thursday 22nd August (9.00am-11.00noon) – Sixth Form Conference Room

The school will be able to hand out the GCSE results to Year 11 students on Thursday 22nd August between 9.00am and 12.00noon.

If students have not collected their results during the allocated time on Thursday 22nd August, then the results will be sent that day by second class post.

When students arrive, they should make their way to the Sixth Form block and up to the Conference room where the results will be distributed.

Sixth Form Enrolment

There are two parts to the enrolment process and both must be completed to secure your place in the Sixth Form.

The first part takes place on Thursday 22nd August from between 9.00am and 13.00pm. After collecting GCSE results, students are required to come straight to Sixth Form Reception and speak to one of the Sixth Form Team to confirm that grades are suitable for the courses chosen and to confirm the Sixth Form Code of Conduct form has been read and signed. This Code of Conduct will be sent to applicants prior to Results Day so that it can be read and completed in advance.

The second part is a short online enrolment form which applicants need to complete once it becomes live on the school website from Thursday 22nd August, for one week.

Members of the Senior Leadership Team will be available throughout the morning and early afternoon to help with any queries.

Although results are issued on Thursday 22nd August, examination certificates will be presented at our Presentation of Certificates Evening which is traditionally held at the start of January. Final details will be confirmed nearer the time.

ClassCharts / Parentmail System

Please can I ask that you do not 'unsubscribe' from our ClassCharts and Parentmail systems until the end of August, even if your child is not return to our Sixth Form College. Often, we still need to get in touch with important messages and updates relating to exams, results collection, the Prom etc.

Alumni

There are many ways in which former students can enrich the life of the school and we, therefore, strongly encourage those students leaving the school to keep in touch.

We are being helped by a national charity called Future First to find and reconnect with former students that have left over the years. They offer opportunities when students leave school to build confidence, skills and their CV. Alumni students will receive a few emails a year sharing news and opportunities to get involved.

Please watch and share [this video](#) with your child to see why former students around the country are joining their old school or college's alumni network.

It takes two minutes to sign up, so if your child has not already joined at school, please [click here](#), and make sure they use their own email address, not their school/college email. Older siblings may also want to join, if they are not already enrolled.

Finally, I should like to take this opportunity of wishing all students every success in their remaining exams and a very enjoyable well-earned holiday once these exams are over. We all hope that they have gone well. Our students have all worked hard, but I also recognise the support provided by parents. We hope that all students will reap the benefits of their hard work and the support provided and we look forward to seeing the results in August.

We also look forward to seeing as many Year 11 students as possible back in September as Oaklands Sixth Form College students.

Please do not forget that the Oaklands Sixth Form enrolment this year is **Thursday 22nd August (for one week)**. The College term begins for you on **Wednesday 4th September 2024 at 9.00am**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Quinn', with a horizontal line underneath the name.

Mr Matthew Quinn
Headteacher