



THE DEAN TRUST Lord Derby Academy

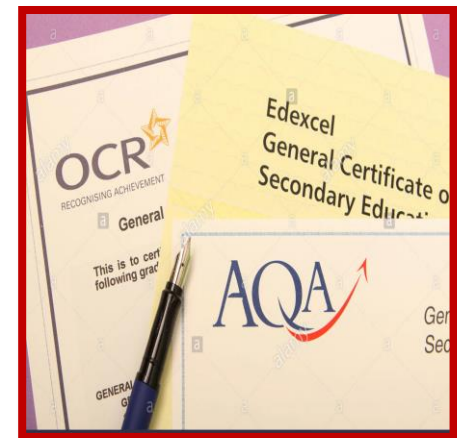


Year 11 Parent / carer information March 2024

Head of Year 11: Miss O'Reilly
Pupil Support Manager: Mrs Wheeler
Form Tutor: _____



Believe Achieve Succeed



The final run-in

This booklet contains information that should assist you in preparing your child for their final few months at Lord Derby Academy. This is the most important period in your child's education to date and for some it can be the most challenging. The information is designed to enhance your awareness of what the next few months will look like for your child, the support available to them, revision guidance, well-being information and a reminder of the expectations at LDA. If you require any additional information please do not hesitate to contact us at school.

We all want the same thing .. each child to achieve the results they deserve. This will require commitment, resilience and teamwork.

We will..

- Deliver quality, targeted teaching
- Continue to provide extra lessons after school
- Re – set in certain subjects to focus teaching on exactly what individuals need to learn
- Utilise some core PE sessions and form time for extra study support
- Provide small group tuition
- Deliver weekend and holiday support sessions
- Meet with parents/carers to ensure they are aware of what is required
- Support well-being
- Provide additional revision materials and revision plans
- Provide mentoring, pastoral and emotional support
- Challenge poor attendance / lateness / lack of effort / disruption

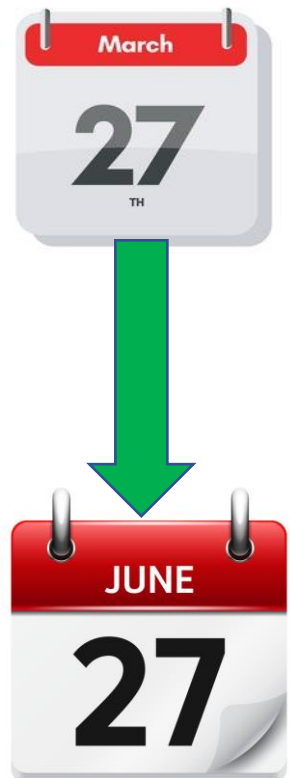
We expect..

Pupils to..

- Be in on time
- Attend every day
- Get to lessons on time
- Give 100% in class
- Attend additional sessions
- Adhere to standards and expectations
- Ask for help
- Revise at home

Parents/carers please..


- Communicate with us
- Encourage pupils to attend study support
- Support home revision
- Provide well-being balance and the appropriate tough love



Easter Study Programme

Staff from a range of subjects are giving up some of their Easter break to support Year 11 with their examination preparation. Please support your child in attending the subjects that they study. Pupils have to arrive on time, sign in for their session and stay with their teacher as other external groups also use the building. Pupils do not need to wear school uniform but should dress in sensible attire. Refreshments will be provided.



					
Year 11 Easter School Study Support Timetable April 2024					
	Monday 1 st April	Tuesday 2 nd April	Wednesday 3 rd April	Thursday 4 th April	Friday 5 th April
9.30am-12pm		Dance Chemistry (higher tier)	Spanish Speaking exams Design Technology Engineering	Spanish Speaking exams	Spanish speaking exams Drama
12.30pm-2.30pm		Dance Computer science	Spanish Speaking exams Design Technology Engineering	Spanish Speaking exams	Spanish Speaking exams Drama
	Monday 8 th April	Tuesday 9 th April	Wednesday 10 th April	Thursday 11 th April	Friday 12 th April
9.30am-12pm	Mathematics	English			History Geography
12.30pm-2.30pm					

Please note: Music appointments will be arranged on an individual basis by Miss Boag-Munroe

Speaking exams will be by appointment. Staff will inform individual pupils.

Key dates

When we return after Easter there are 3 full weeks prior to the written examinations starting. During these three weeks there will be speaking examinations and practical examinations. Please support your child with their organisation.

Half Term 5 week	w/c	Event / Activity / Other
1	15th April	Languages Speaking Examination Window (opens during Easter holidays): Tuesday 2 nd April – Friday 17 th May Thursday 18 th April – Dance examination
2	22 nd April	Mon 22 nd April/Tues 23 rd April: Photography exam Thurs 25 th April /Fri 26 th April: Textiles exam Friday 26 th April: PE Practical exam / moderation day
3	29 th April	Mon 29 th April/Tues 30 th April: 11D art exam Thurs 2 nd May/Fri 3 rd May: 11C art exam Friday 3 rd May: Drama practical exam / moderation day
4	6 th May	7th May - Written Examinations start and continue through to the 26th June GCSE Examination contingency day: 26th June 2024

Examination Timetable

Year 11 Final Written examinations May - June 2024 (* exam clashes)

Individual pupils will be notified of the arrangements if they have an exam clash.

Exams w/c		Monday	Tuesday	Wednesday	Thursday	Friday
6th May	AM		(Health & Social Care)	VTCT Hair & Beauty	Engineering	Combined science Biology
	PM				Italian Drama	
13 th May	AM	English Literature - Paper 1	French	History	Mathematics - non calculator	Combined Science Chemistry
	PM	Sports Studies Turkish	Business	Computer science		Geography
20th May	AM	English Literature - Paper 2		Combined science Physics 1	English Language - Paper 1	French
	PM	Turkish Italian	Child Development Computer Science	Physical Education		
3rd June	AM	Mathematics - calculator	Spanish Listening & Reading	Geography	English Language - Paper 2	
	PM	Physical Education	History	Statistics (x4 clash) Business Studies (x4 clash)	CONTINGENCY AFTERNOON	Combined science Biology
10 ^h June	AM	Mathematics - calculator	Combined science Chemistry 2	Dance		Geography
	PM	Spanish	History	Astronomy	CONTINGENCY AFTERNOON	Combined Science Physics
17th June	AM		Design Technology	Food Prep. and Nutrition		
	PM	Music Statistics	Astronomy			
24th June	AM			CONTINGENCY DAY		
	PM					

Examination Regulations

We are an Approved Examination Centre and are therefore able to conduct examinations. As an Approved Examination Centre we are bound to follow the regulations set out by the various examination boards and the JCQ (Joint Council for Qualifications). [ICE 23-24 Final-March-2024.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/examinations/ice-23-24-final-march-2024.pdf)

We will issue an Examination Guidance Booklet which will contain all the relevant information for candidates, parents and carers. **The school does not set the calendar for examinations or the regulations.**

Our Year 11 cohort are used to the rules and regulations as we implement them during mock examinations in order to build habits and remove uncertainty.

JCQ Joint Council for Qualifications

REVISION THREE

Instructions for conducting examinations

1 September 2023 to 31 August 2024

For the attention of heads of centre, senior leaders within schools and colleges and examination officers.

Published on: 1 September 2023
Revision one: 15 September 2023
Revision two: 19 January 2024
Revision three: 6 March 2024

Produced on behalf of:

AQA City & Guilds CCEA OCR Pearson WJEC

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Appendix 4

JCQ

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Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The Warning to candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Appendix 7

JCQ

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**NO MOBILE PHONES
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

THE DEAN TRUST
Lord Derby Academy

**GCSE EXAMINATIONS 2024
GUIDANCE BOOKLET**

Candidate Name:

Candidate Number:

Centre Number: 34115

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Access Arrangements

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQ awarding body approval.

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

Reasonable Adjustments

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/

As an examination centre we are bound to follow the regulations of the JCQ. Any decisions made by the centre must be in line with these regulations to maintain the integrity of the examination process as well as supporting candidates. Candidates who have been eligible for access arrangements at the time of mock examinations have experienced this in an examination setting.

Special consideration

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Additional information about the Special Consideration process can be found on the JCQ website.

Please be aware that **the school do not make the decision about whether to award special consideration, or how much is awarded.**

Please also be aware that the marks awarded are minimal (see extract below). The best option is to always do the utmost to sit the examinations.

www.jcq.org.uk/wp-content/uploads/2023/08/Guide_to_spec_con_process_2023_24_FINAL.pdf

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

These include:

- 2.1.1 temporary illness or accident/injury at the time of the assessment;
- 2.1.2 bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- 2.1.3 domestic crisis arising at the time of the assessment;
- 2.1.4 serious disturbance during an examination;
- 2.1.5 accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- 2.1.6 participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g. representing their club or country at an international level in chess or football;
- 2.1.7 failure by the centre to implement previously approved access arrangements for that specific examination series.

Special consideration will normally be given by applying an allowance of additional marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. **The maximum allowance given will be 5% of the total raw marks** available in the component concerned, including coursework/non-examination assessment. The centre must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.

5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:

- terminal illness of the candidate;
- terminal illness of a parent/carer, brother or sister;
- death of a member of the immediate family within three months of the examination;
- very serious and disruptive crisis/incident at or near the time of the examination.

Well-being



Examination time can be challenging for pupils, their families and also for staff. At examination time the phrase, 'I'm stressed' is often heard. It is important to note that some level of stress is normal and everybody will be feeling it to some degree. What is most important is how we help each other to manage that stress and avoid the panic monster. Mrs Johnson is available every day for Year 11 to see at lunchtime should they need help in developing techniques to manage their exam anxiety. If we can help them to 'control the controllables' they can focus on their performance more readily. [Exam stress - How can parents help? - BBC Bitesize](http://www.bbc.co.uk/bitesize/articles/zckydxs)
www.bbc.co.uk/bitesize/articles/zckydxs

Top Tips

- Get plenty of sleep
- Eat well
- Avoid alcohol, vapes, smoking and drugs
- Connect with others and be sociable
- Get plenty of sunlight
- Manage stress
- Activity and exercise
- Do something you enjoy
- Do things for others
- Ask for help

"stress is not necessarily a bad thing"

people react to stress in different ways...

- Stress can be a great motivator** for some students, giving them the 'get up and go' that they need to succeed
- Other students are **indifferent to stress**; they can float along without getting affected by stress in a good or bad way
- Stress can be a bad thing** for some students, when exam pressures become overwhelming

The **key things to remember** are that:

- ...stress is nothing to be scared of
- ...anxiety is not inevitable
- ...you can learn how to cope more effectively

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 LIVERPOOL JOHN MOORES UNIVERSITY

IS EXAM STRESS GETTING TO YOU?

Just breathe...

INHALE CONFIDENCE, EXHALE DOUBT

When exams start to stress you out, try one of the breathing exercises below to help you relax and focus.

Deep breathing:

1. Close your eyes.
2. Breathe in through your nose and hold for the count of three.
3. Slowly exhale.

Alternate breathing:

1. Block one nostril.
2. Inhale deeply using the other nostril for the count of five.
3. Block both nostrils and hold your breath for five.
4. Repeat this action for the other nostril.

TheSchoolBus



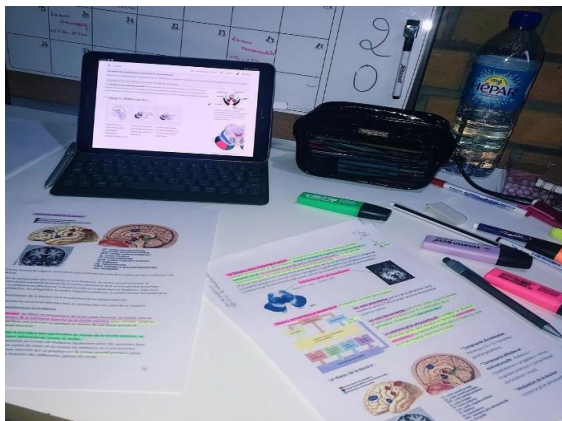
Revision

Year 11 have received guidance on revision from their form tutors, subject teachers and Shaping Futures. They have also been issued with resources and directed to useful revision websites. In addition, they have been supported to produce a revision plan. At this stage they should be revising **regularly** (almost every day) at home to embed their learning. Each revision session should involve blocks of time interspersed with short breaks.

The next few months require **short term sacrifice for long term gains** and they need our support to stick to their plan and engage in active revision that will make a difference.

Everybody has their own preferred way of learning but the most effective revision needs to be active – where they do something with the information e.g make revision cards, mind maps, tables. Please ask to see their revision plan. You can also help by talking about their revision. Instead of asking **‘have you revised?’** try the question, **‘tell me about *the poem you have just revised?***’ or **‘tell me about the political leaders during the Vietnam war’**, or **‘show me how to do that equation’**. You do not need to know the answer but it will help them to recall the information if you discuss what it is they have actually been revising. If you need any additional revision resources please contact school.

Remember.. Revision is temporary but their results will last forever.



Every Second Counts

As we approach the examination season, now more than ever, every second counts. We have adopted a 'Back to Basics' approach with Year 11 to ensure that they maximise their learning time and there are no unnecessary barriers to success.

The basic expectations are for Year 11 to:

Be in on time

Attend every day

Get to lessons on time

Give 100% in class

Attend additional sessions

Adhere to standards and expectations

Ask for help

Revise at home

Please support is in ensuring that your child follows the usual standards and expectations in order to avoid negative conversations about uniform, make-up, electronic devices, jewellery etc. We do not compromise on standards and expectations during the examination season.

We asked some Year 11 pupils what they would like us to tell you and here are some replies..

'..every second counts.. I don't think my mum realises how much I miss if I miss one lesson or if I am late'

'please tell them to take my phone off me because I go on it instead of revising'

'make sure I go to bed and can't go on my game otherwise I will stay up and then get up late'

'check that I am revising.. I have said I am when I haven't been and I need them on my back'

The Examination Season

Habits and routines help. We have adopted the same routine for all mock examinations so Year 11 know what to expect.

How can you help?

Know their timetable.

Encourage them to get in early – free tea and toast will be available to any Year 11 pupil who is in before 8.25am.

Make sure we have 2 contact numbers.

TALK TO US if there is a problem!

If your child is ill on the day of an examination please contact school urgently.
If there is an incident en route – please call us urgently.

Special consideration is minimal – pupils do not get awarded the mock grade if they miss an exam.

Invigilators are present in the examinations, not teachers. All are trained to meet JCQ requirements for examination centres.

Examinations Officer: Mrs Mann

School contact number: 0151 477 8860

The night before.. routine



The morning of the exam.. Routine.. get in early!



The morning of the exam.. Routine.. get in early!

On arrival..

- Hand in phones, watches, any valuables.
- **Free breakfast before 8.25am in the canteen.**
- Seat numbers will be displayed in the atrium and LRC.
- Check candidate number, seat number and the location of the exam.
- Head to the LRC to prepare.
- Drop bags in the LRC - check got all the correct equipment in clear pencil case. **BLACK PENS!**
- Remove items from pockets.
- Go to the toilet **before** the pre-exam assembly!
- **Pre-exam assembly** – sit in forms and away from distractions



The Examination Day

What do they need in the examination?

- Clear pencil case.
- Black pens, pencil, eraser, highlighter, ruler. Calculator required in some examinations (no calculator lid).
- Clear water bottle – no writing or labels allowed on the bottle.
- Empty pockets.

They cannot have:

- Any notes from any subject.
- Anything not listed on the examination paper (therefore empty pockets).
- A watch.
- Any type of electronic device – mobile phone or smart watch.
- Anything written on their skin.
- If a candidate has any of these items on them they are at risk of disqualification from the examination.

The night before.. routine



The morning of the exam.. Routine.. get in early!



The morning of the exam.. Routine.. get in early!

On arrival..

- Hand in phones, watches, any valuables.
- **Free breakfast before 8.25am in the canteen.**
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- Head to the LRC to prepare.
- Drop bags in the LRC - check got all the correct equipment in clear pencil case. **BLACK PENS!**
- Remove items from pockets.
- Go to the toilet **before** the pre-exam assembly!
- **Pre-exam assembly** – sit in forms and away from distractions

Year 11 Examination Timetable 2024. Core subjects are already populated. Add the subjects that apply to you.

Exams w/c		Monday	Tuesday	Wednesday	Thursday	Friday
6th May	AM					Combined science Biology
	PM					
13 th May	AM	English Literature - Paper 1			Mathematics - non calculator	Combined Science Chemistry
	PM					
20th May	AM	English Literature - Paper 2		Combined science Physics 1	English Language - Paper 1	
	PM					
HALF TERM						
3rd June	AM	Mathematics - calculator			English Language - Paper 2	
	PM				CONTINGENCY AFTERNOON	Combined science Biology
10 th June	AM	Mathematics - calculator	Combined science Chemistry 2			
	PM				CONTINGENCY AFTERNOON	Combined Science Physics
17th June	AM					
	PM					
24th June	AM			CONTINGENCY DAY		
	PM					