

CC/SJS/Y11/080319

08 March 2019

Dear Candidates, Parents and Guardians

### **External Examinations Summer 2019 Arrangements, Conduct and Transport**

In connection with the above mentioned subject, kindly find enclosed copies of the following:

- Guidance Booklet for Examinations – 2019
- Candidate Statement of Entry & Exams Timetable
- Collection Form for Exam Results/Certificates (shared in Google Drive and School website)

It would be much appreciated if you could take the time to read through all of the above in order to have a clear understanding of all aspects connected with the forthcoming examinations. For more exams information please visit our website at [www.stjohnsschoolcyprus.com](http://www.stjohnsschoolcyprus.com). On the homepage click 'School Information' and then click on the link 'Exams'.

We would appreciate it if you could please sign and return the slip on the following page as confirmation that you have received, read and clearly understood and accept, the rules and regulations with regards to external examinations to be held here at St. John's School.

### **Transport Arrangements for Entitled Students**

There are four possibilities on any one day:

1. If your child only has a morning exam then they will come into school as normal and leave at the end of the day as they normally would with the rest of the school pupils.
2. If your child only has an afternoon exam\* then we will make arrangements for them to be picked up and brought into school for about 12:30. They will then be taken back by the exams bus at the end of their exam.
3. If they have both a morning and an afternoon exam then they will come into school as normal for a 08:00 start and will return on the exams bus following their PM exam. This is a very long day for the students and they need sufficient water and food to sustain them. There will be an air conditioned space for them to rest in between 14:00 and the start of the PM exam. They are also allowed to sign out at 2pm and walk to the shops to buy lunch.
4. If your child has no exams on a given day then they will be given the option to attend revision lessons in school or to have a 'study at home' day with parental permission. Please see the attached form.

### **DfES stipulates that no study leave should be granted to any student**

GCSE students must attend school full time until **Friday 14 June 2019** when the majority of GCSE exams have been completed following one of the four arrangements above. A study/revision timetable for the remaining exams after this date will be issued to all students and parents nearer the time.

Transport will continue to be provided into school for either morning (as normal) or afternoon exams as outlined below.

**PLEASE NOTE: If any student misses the transport provided for any reason, it is the responsibility of the parent to arrange transport for their child to school.**

**\*Afternoon Exams – Pick up points and Timings**

Akrotiri Chaplaincy Centre	11:40
Akrotiri Families Club	11:45
South Paramali Main Gate	12:15

If you have any questions concerning the examinations, please do not hesitate to contact me.

Yours faithfully,



Christos Christofi  
**Examinations Officer**

Tel: 25 96 8018 | E-mail: [cchristofi@stjohnsschoolcyprus.com](mailto:cchristofi@stjohnsschoolcyprus.com)

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**PLEASE RETURN TO THE SCHOOL OFFICE**

**External Examinations Summer 2019 Arrangements, Conduct and Transport**

**I have read, understood and accept the exam instructions printed above**

Student (Candidate) Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Student (Candidate) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As my child will have no exams on that day. I give permission for my child to Study from home on:**

Wednesday 5 June ☐

Monday 10 June ☐

Thursday 13 June ☐

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_