



VERULAM SCHOOL

A Specialist Technology College
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Dear Parents / Guardians

I am writing at a vital time in your son's preparation for the GCSE examinations which commence in under 12 school weeks time (12th May). You will find enclosed a copy of your son's final Year 11 report which gives you a clear indication of his current position, performance in the trial examinations and considerable guidance on how he can improve his performance and reach his target grades by the summer.

I would recommend that you read through this report with your son prior to the Year 11 Parents' Consultation Evening on Monday 4th February which commences at 5pm and lasts until 8.30pm. It is essential that your son accompanies you to this evening and I would advise that he brings a notepad on which to record the advice given by subject teachers.

February and March are also a vital period for ensuring your son's success as these months contain a number of deadlines for the final submission of coursework in most subjects. The full list of final submission deadlines is given below.

Art	3rd March	Business Studies	10th March
English	22nd February	Geography	22nd February
History	28th February	ICT	29th February
Maths	17th March	Music	7th February
Technology	29th February		

In order to help your son meet his deadlines in all subjects staff are currently offering considerable support in lessons and in the extra support sessions shown below:

Art	Monday lunchtimes
Business Studies/Economics	Monday and Friday lunchtimes
English	Monday lunchtime revision sessions up to deadline
Geography	Thursday after school
History	Monday after school
ICT	Thursday & Friday 1-1.30pm
Maths	See individual teachers
Technology	Staff available by appointment



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Headteacher: D Kellaway MA

The school is also providing coursework support sessions during half-term (Monday 11th to Wednesday 13th) where help in completing coursework is available in **English, Science, Maths, Art, Business Studies and Drama** details of this course have been provided by Mr Toley in a previous letter which can be found on the school website. It is vital that any parent wishing their son to attend these sessions should speak to Mr Toley at Parents' Consultation Evening.

It is vital that your son meets all his deadlines as this will allow him to focus on the revision and examination preparation programme which begins after half-term. During the approach to examinations your son's focus must be on exam preparation and he must not be distracted by completing the remains of overdue coursework.

For this reason we will be imposing firm sanctions on any pupil who fails to meet the final coursework submission deadlines.

Should your son fail to meet a final submission deadline the following system will operate:

1. Parents will be contacted
2. If the work is complete but at home the pupil will be sent home to collect it and then return to school to submit it.
3. If the work is not complete the pupil will be removed from normal lessons that day and instructed to complete the work by the end of the day.
4. Should the work not be completed by the end of submission day your son will be issued with a letter explaining his removal from curriculum lessons until the work is completed.
5. Parents will be given the option of their son completing the work at home on Study leave or at school on a silent study day and will be asked to communicate their decision to the school.
6. Silent Study days run from 10 am to 5pm and the pupil has no contact with the general school population.
7. The pupil will immediately return to normal lessons when the coursework is submitted.

I know this programme of support includes some new, more challenging procedures but as a team of staff trying to raise attainment in Year 11 we think decisive action is needed with a small group of students. It is unfair on the great majority of students who meet their deadlines if teachers' time is taken away from vital exam preparation and revision because they have to keep chasing up coursework. My staff are contributing time at lunchtimes, after school and in school holidays to give your sons the best possible chance of GCSE success. I am sure I will receive total support from you as parents in implementing this programme and reinforcing the clear message we are giving all students. Please do not hesitate to phone or email me if you have any queries or problems with the programme outlined in this letter.

Yours sincerely

D P Kellaway

