



THE BURGESS HILL ACADEMY

Our ref: ASM/MKR/Celebration Day/Exams/Top Tips

04 May 2018

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Principal: Jon Francies

Dear Parent/Carer

As the exam season gets into full swing, I wanted to write detailing some key information regarding exams, study leave, Celebration Day and the Prom.

Firstly, students will continue to attend the Academy full time until Friday 8th June. During the lead up to this, staff will endeavour to make maximum use of student time by running extra sessions for students who might have already completed a course (e.g. Art). The aim is to utilise this time most effectively for each individual student, so please reinforce the need to use this time wisely. They will need to bring their own revision into school for those lessons where exams have taken place. After Friday 8th June, if the exam has not yet taken place students will still be expected to attend these lessons as normal. There will also be specified compulsory exam preparation lessons (students will be informed individually about these) which have been put in place to ensure that students receive extra revision and support. These will be bespoke sessions, which aim to maximise the achievements of each individual student. There will also be a study room available for students who wish to revise in between exams from Monday 11th June. This will be staffed for periods 2, 3 and 4 (from 9.50am until 1.10pm) during the day; students will be registered and should not wander around the site. During Study Leave, students should make best use of their time during the day to revise and prepare for upcoming exams. This time should not be treated as holiday time (students will have plenty of this once the exams are finished) but rather as key preparation time.

Secondly, I want to detail the procedure regarding exams, 'Top Tips' and extended revision sessions (please see details attached). For morning exams there will be a breakfast provided and a 'Top Tips' revision session beginning at 7.50am. Students should come in to get something to eat and drink and then listen to the last minute hints, tips and reminders on how to tackle the exam. Students need to be at the Sports Hall for 8.30am ready to go in to the exam; they do not need to attend registration. For afternoon exams, students will leave period 4 at 12.45pm for lunch and assemble outside their exam venue at 1.20pm so that the exam can start promptly at 1.30pm.

The Year 11 Celebration Day will be on Friday 15th June, the day of the last exam, commencing at 1.00pm. In the morning there is a Physics exam which some students will be attending. After the exam, students will leave school and return home to prepare for the celebrations in the afternoon. Students should return to the Academy in uniform (blazers and jumpers are not necessary) at 1.00pm in time for lunch. They will have time to celebrate with their friends and take part in the customary shirt signing. The Year 11 Celebration Day events will begin shortly after lunch in the Barnden Hall, running through period 5 and beyond the normal school day. Students and staff will then gather for a barbecue and drinks to conclude the day.

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Students often wear a decorated shirt on Year 11 Celebration Day. I would like to stress a couple of issues: firstly, the nickname and picture must be appropriate for the Academy with nothing rude or offensive; secondly, action will be taken where students do not abide by this. Mr Francies has asked me to mention that in previous years some students have been disappointed as they have not been allowed to attend the Celebration Assembly and/or the Prom as they had not thought through the consequences of their actions in the lead up to the Year 11 celebrations. The decision of myself and Ms Gaiger will be final in these matters.

Finally, I would like to address the Prom. By now, students who wish to attend should be completing their Passport to the Prom. Without it, they will not even be considered for an invitation to the Prom, as it will be assumed they do not want to attend. If your child has not submitted their Passport then please encourage them to do so as soon as possible. Ms Gaiger and I are busily sorting through the paperwork and getting ready to send Prom invitations out to students. Once your son/daughter has received this invitation, you will then be able to pay online for the event.

Together we look forward to celebrating the success of our Year 11 students and reflect on their time at The Burgess Hill Academy. Please do not hesitate to contact Ms Gaiger or myself should you need any more information.

Yours sincerely



Mr A Smith
Assistant Principal

Top Tips and final extra revision sessions 2018

Week	DATE	MORNING - HALL Top Tips starts at 8am with breakfast	Comment or Extra Sessions	AFTERNOON - GYM Top Tips starts at 1.10pm. Students will have early lunch	Comment or Extra Sessions
Week A	Monday 14th May	ICT	11A revision in normal lessons (P2+3) on Friday. 11C revision session running P5 to 4.00pm		
	Tuesday 15th May	French (Listening and Reading)	Revision Session running Monday 3.00 - 4.30pm	Biology	Biology revision in normal Science lessons P2 (x) and P3 (y) and P4 (x)
	Wednesday 16th May	PE	Revision session running Tuesday 3.00 - 4.30pm		
		Sports studies	Revision session running Tuesday 3.00 - 4.30pm		
	Thursday 17th May	Chemistry	Revision session running Tuesday 3.00-4.30pm		
Friday 18th May	French (Writing)	French revision Thursday 3.00-4.30pm		PE	Revision session P3 + 4
				Drama	Revision session P3 + 4
Half Term					
Week B	Monday 21st May				
	Tuesday 22nd May	English Literature (Shakespeare and 19th C novel)	Revision session Monday 3.00-4.30pm	Geography (Geographical issues)	Revision session P3 + 4
	Wednesday 23rd May	Psychology	Revision session Tuesday 3.00-4.30pm	Physics	Physics revision in normal lessons pd2(y) +4(x). Psychology students in y half will join x half during P4
		Business Studies	Revision session Tuesday 3.00-4.30pm		
	Thursday 24th May	Maths 1 (Non Calculator)	Revision running Wednesday 3.00-4.00pm(all welcome) and 5.00-7pm (invitation)		
Friday 25th May	English Literature (Poetry)	Revision running 3.00-4.30pm on Thursday	Textiles	Revision session P3 + 4	



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Week	DATE	MORNING - HALL Top Tips starts at 8am with breakfast	Comment or Extra Sessions	AFTERNOON - GYM Top Tips starts at 1.10pm. Students will have early lunch	Comment or Extra Sessions
Week A	Monday 4 th June	History (British History)	Half Term session - Wednesday 30 th May	Media	Revision session P3 + 4
	Tuesday 5 th June	English Language (Creative)	Revision Session Monday 3.00-4.30pm	Psychology	Revision session P3 + 4
	Wednesday 6 th June	Spanish (Listening and Reading)	Revision Tuesday 3.00-4:30pm	Geography (Problem solving)	Revision session P3 + 4
	Thursday 7 th June	Maths 2 (Calculator)	Revision running Wednesday 3.00-4.00pm(all welcome) and 5-7pm (invitation)	Business Studies (Case study)	Revision session P3 + 4
	Friday 8 th June	English Language (Writers Viewpoints)	Revision running Thursday 3.00-4.30pm	History 2	Revision session P3 + 4
Week B	Monday 11 th June	Biology 2	Revision session Friday 3.00-4.30pm	Geography 3 (Applied Fieldwork)	Revision session P3 + 4
	Tuesday 12 th June	Maths 3 (Calculator)	Revision running Monday 3.00-4.00pm(all welcome) and 5.00-7.00pm (invitation)	History (World)	Revision session P3 + 4
	Wednesday 13 th June	Chemistry 2	P5 lesson on Tuesday plus 3.00-4.00pm	Health and Social Care	Revision session P3 + 4
	Thursday 14 th June	Spanish	Revision session 3.00-4.30pm Wednesday	Resistant Materials	Revision session P3 + 4
	Friday 16 th June	Physics 2	Revision session for all Thursday P3 + 4 RM students Thursday 3.30-4.30pm		
Week A	Monday 18 th June	German (Listening and Reading)	Revision Session Friday P3+4		
	Tuesday 19 th June				
	Wednesday 20 th June				
	Thursday 21 st June	German (Writing)	P5 lesson (all) and 3.00-4.00pm (higher) Tuesday 19 th Pd2 (foundation) and pd3+4 (all candidates) Wed 20 th		

