

March 2024

Dear students, parents and carers,

Before we break for Easter I wanted to share some important messages and reminders.

### Year 13

It is wonderful to see our year 13 students receiving their university offers and securing apprenticeships. The Careers team are still sending regular updates to students with some great opportunities. Please take advantage of the support on offer to help you to secure a positive destination after college. The careers team will be in touch about how to respond to university offers so look out for this.

### Year 12

Voting has taken place for the new Student Executive. We will share results once the votes are counted, but the next step will be to ask if anyone would like to support the exec on one of their Working Groups. Please consider this opportunity to be part of the teams that make things happen.

Please note from the list of dates below, the last college day for year 12 is Progression Day on Weds 3 July. Progression day is a vital part of the calendar and all students must attend in order to progress to year 13.

### All students

Our Revision Countdown to internal and external examinations and controlled assessments is well underway, and we wish students all the best with these. There is still time to make a significant difference with structured preparation, even though some are only a few days after we return from the Easter break. Please remember that exams for Applied General exams such as BTEC and CTEC are set externally and are a mandatory part of the course. They can't be rearranged or taken again for year 13 students. Please see important information later in this letter regarding the exams, and take note of the following advice to help students perform to the best of their ability:

- A healthy diet and getting some exercise are crucial to support good physical and mental health.
- Getting into a good sleep routine will help with your preparations as well as your performance on the day.
- Plan ahead to make sure your revision is structured. This will help to reduce your anxiety as well as maximising your performance.

Please see below some events and dates for your diaries.

**Next Steps evening for families of students in Y12 – Wednesday 24 April**

**Y12 Progression Exams – 1 to 9 May**

**Y13 Leaver's Celebration (students and staff only) – Friday 24 May**

**Careers and HE Day for Y12 students – Tuesday 18 June**

**College closed to students unless they have an external exam or assessment – Friday 21 June**

**Week beginning 1 July:** These events provide valuable opportunities for next steps; attendance is compulsory for all. If parents and carers can provide work experience opportunities for our students, even for half a day, please get in touch with [jayne.ramskill@nclt.ac.uk](mailto:jayne.ramskill@nclt.ac.uk)

**Employability Skills, Work Experience and Educational Visits days for Y12 students** - Monday 1 July and Tuesday 2 July

**Progression Day and last day in college for Y12 students** – Wednesday 3 July

**First day of term for Y13 next academic year** – Monday 9 September

### Exams and assessments

As mentioned above, year 12 students will sit their **formal progression exams** in May and these are used to check that students are ready for a second year of study. These are internal exams but we use the same protocols in place for external exams in order to give students experience of the procedures. Students should attend their lessons as normal when they do not have an exam. Please arrive at 8.45am for morning exams and 1.00pm for afternoon exams, and check Cedar in advance for venues and seat numbers. Switch off your phone and leave it in your bag with any watches, calculator cases etc. Wear warm clothing as you will not be allowed to take an outdoor coat into the exam room.

Many students, including most year 13 students and some in year 12, will also sit **formal external examinations** and controlled assessments from now until June. Please note that the JCQ contingency date is 26 June which means that if an exam is cancelled nationally this date will be used as the alternative. It is important to note that the regulations are strict and are set by the examination board regulator, JCQ. We do not have any flexibility with dates and times except in the event of exam clashes, and there will be no opportunity to sit a missed exam within the series. Absence from an exam without evidence of a substantial reason can result in failing overall. Students must contact student services ([ncp-studentservices@nclt.ac.uk](mailto:ncp-studentservices@nclt.ac.uk)) and also their Progress Tutor on the day of the exam or earlier to make the college aware of their circumstances or the reason for their absence. Appropriate advice can then be given, including information about whether or not the student needs to provide any documentary evidence and whether or not they need to complete any paperwork for the examination boards if the exam is external. Applications for special consideration must be supported by the senior leadership team and it is important that students contact student services on the date of their exam. I would strongly recommend that all students read the FAQs for exams carefully and visit the exams office in the LRC if anything is unclear. This document gives details of absence procedures and special consideration.

Cedar will show your candidate number, as well as details of times, venues and seat numbers for all internal and external examinations. Again, please arrive at 8.45am for morning exams and 1.00pm for afternoon exams. Switch off your phone and leave it in your bag with any watches, calculator cases etc. Wear warm clothing as you will not be allowed to take an outdoor coat into the exam room. Frequently asked questions about exams and assessments will be placed on our website under 'Support'.

### Attendance and Holidays

Holidays taken during term time cannot be authorised and can have a significant impact on academic progress. In some cases, where attendance is already low, holiday absence will result in escalation of intervention levels. Please support the college in trying to ensure that missed learning is minimised and refer to the term dates and exam timetables when booking holidays. It's worth noting that our holiday dates often differ from local schools so please check in advance.

<https://ncpontefract.ac.uk/term-key-dates/>

### Cedar

As many of you are no doubt aware, Cedar is a great way to keep track of students' progress and attendance at college, and also allows you to email teachers. If you haven't created an account, please use this link to do so. You will need a next of kin email address that we have on file and the student's reference number that starts with L00.

<https://cedar.ncpontefract.ac.uk/auth/account/create>

Please note that this, and all general letters can also be found on our website.

<https://ncpontefract.ac.uk/letters/>

Yours sincerely



Vicky Marks  
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