

Dear Students and Parents/Carers,

Before we break for half term, I wanted to share some important messages and reminders.

### Year 13

I want to wish year 13 the very best of luck as they finish off coursework and complete final exams. Lessons will continue during your normal lesson times right up to the final exam in each subject, to support you with your revision and ensure you are as prepared as possible.

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 and make sure you respond to your university offers urgently if you haven't already done so.

We are looking forward to seeing many of our Y13 students at the Leaver's Celebration event! Please see this link for details <https://shorturl.at/jsigo> and please note: this is a student-only event.

Look out for important information to students from the exams team about collecting results in August, and about accessing certificates next year (this is extremely important as the certificates are expensive to replace!).

### Year 12

As we approach the end of year 12, please see below some events and dates for your diaries.

**Y12 Progression Exams** – 15 to 19 June (No lessons in subjects where there is a written Progression exam. All other lessons continue as normal, and buses run as normal, with the exception of a **later time of 4pm on Tuesday 16 June**.)

**Monday 22 June:** college closed to students except those that have an external exam.

**Tuesday 23 June:** Careers and HE Day for Y12 students. Important details to follow from the careers team.

**Week beginning 29 June:** The following events provide valuable opportunities for next steps; attendance is compulsory for all.

**Monday 29 June:** Timetabled lessons as normal.

**Tuesday 1 July and Wednesday 2 July:** Employability Skills, Work Experience and Educational Visits days for Y12 students. Activities will take place in college for students who do not have placements or trips to attend.

**Friday 3 July:** Progression Day and last day in college for Y12 students. Letters to follow with further information and appointment times.

**Tuesday 1 September:** First day of term for Y13.

Finally, here are some key reminders about the remainder of the academic year...

## Exams and assessments

As mentioned above, year 12 students will sit their **formal progression exams** in June, 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 if there is no progression exam in that subject. 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 be sitting **formal external examinations** and controlled assessments. Please note that the JCQ contingency date is 24 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'.

## Parking and drop off/collection

We try very hard to maintain a good relationship with residents and businesses around the college site. Please respect this, and do not use Pontefract Park or the streets around the college to park or to drop off/collect students.

## 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

Chelsea Branson

Co-Principal

Co-Principal