



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

April 2022

Dear Parent/Guardian,

Our final goodbye to Year 13 as a school community will take place on Friday 27th May with a leaver's assembly taking place in school at 3.30pm. We ask that students remain in full school uniform and are seated with their form tutor by 3.15pm so we can then celebrate the achievements and contributions they have all made to our school community. Parents/Guardians are more than welcome to attend should you so wish. Please indicate on the reply slip below if you wish to join us and how many seats you would like us to reserve for you.

A reminder that the prom will take place on Wednesday 29th June with students celebrating at Brook Meadow Hotel from 7.30pm.

The first GCE written external examinations begin on Monday 16th May and continue until Friday 24th June 2022. A large section of this letter is an attempt to clarify the expectations of the school and the examination boards. The expectations and procedures are well known by our students.

1. Students are to attend registration and lessons as normal from now until the May half term holiday. After this point students in Year 13 will only be required to attend the lessons for which they still have an examination. They will not be expected to attend registration but should sign-in and out at reception as normal to comply with the school's safeguarding regulations. A register will continue to be taken in lessons as normal. Students should have revision materials with them at all times so they can utilise any study time effectively. All students can continue to use the school's facilities, such as the main study room and all computers, as normal.
2. Behaviour in the examination room must be of the **highest standard at all times**. It is forbidden for any candidate to introduce unauthorised material into the room or to communicate with others. A pen, pencil, ruler and spare pens are all required. Pens must have black ink. A calculator is not necessary for all examinations but is required for appropriate subjects e.g. Mathematics and Science. However, only standard calculators will be allowed and any memory banks must be deleted and covers must be removed. Calculators will be checked at random throughout the examination period.
3. A clock is displayed in all examination rooms. We remind you that smart phones/watches and other electronic devices **are not allowed** on the premises. The penalties for failing to meet these requirements are clearly set out in the policies and procedures documentation relating to malpractice in examinations.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire CH65 7AQ

Tel: 0151 355 2373 Fax: 0151 355 7543

Email: admin@email.epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons, NPQH

In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port.





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4. When attending school for examinations **we expect the high standard of uniform** to be maintained and we are grateful for your continued support in this regard. Any student not meeting the normal regulations regarding dress and appearance will be refused admission to the examination room. Every effort will be made to make alternative arrangements but the additional cost of supervision may have to be met by the parent.
5. Students who fail to attend an examination will be charged for it unless their absence can be covered by a doctor's note. If a student has COVID-19 they again need to have had a test carried out by a medical professional and a doctor's note if they are to be absent from the examination.
6. Students should check their examination timetables carefully for the date of each examination and the session either in the morning or afternoon. The noticeboard in the music corridor will show all information concerning examinations and must be checked before every examination. An overview is also available on the school's website.
7. Students should line up on the school tennis courts at **8.45 am/12.45pm in their row/seat order** before each examination. Students must be in their seats by 8.50 am for morning examinations and by 12.50 pm for afternoon examinations.
Individual timetables with seat numbers for each examination have been distributed to students.
8. Students should be diligent about returning books and other school materials before their last examination. Failure to comply with this requirement will lead the school to withhold the examination results.
9. The GCE results for Year 13 students will be issued on **Thursday 18th August from 9.00 a.m.** It would be most helpful if students were available on this date as advice including the confirmation of university places will be available with staff on hand to assist with future plans.
10. If a student is unable to collect their exam results in person, they must provide written authorization before the day to Mr Herstell/Mrs Henderson to give your results to a named third party, who must provide ID when they come to collect them.

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Finally, we are aware that this can be a time of pressure for our students, however, we remain confident that they will rise to the challenge. We wish all our students good luck in their examinations and for the future and look forward to celebrating all their achievements over the coming weeks and months. They have all been a great asset to our school and local community and will be greatly missed

If you do have any concerns or queries during this period, please do not hesitate to contact Mrs Henderson or Mrs Cavanagh.

Yours sincerely

Mrs Vile
Headteacher

Mrs L. Henderson
Head of Sixth Form

Mrs L Cavanagh
Assistant Head of Sixth Form

Head of Sixth Form

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EPCHS Reply Slip

EPCHS Year 13 Leavers Assembly – Friday 27th May at 3.30pm

Student Name: ----- Form: -----

I/we will be attending the leaver's assembly and require ----- seats (*please inset number required*).

Signed: ----- Date: -----
(*Parent/guardian*)

Please return to the red box in student services FAO Mrs Henderson/Mrs Cavanagh

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