



GCSE Handbook

for parents & students

September 2018-19

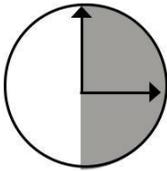
ATTENDANCE

One of the most effective things you can do to ensure good GCSE results is this:

ENSURE YOUR CHILD ATTENDS SCHOOL EVERY DAY ON TIME!

Your child must attend school every day in order to get the full amount of learning. You may think that your child already has a high attendance record, but look at it from this perspective:

95% Attendance=



Half a day missed
every 2 weeks

2018	M	T	W	T	F	S	S
Week 1	X	X	X	X	X	X	X
Week 2	X	X	X	X	X	X	X

2 weeks of lessons
missed each year

2018	2019
	X

Same as a whole years'
lessons for one GCSE
missed

BECAUSE EVERY LESSON COUNTS!

They will cover most topics only once in these hours – learning first is the key to successful revision and exam results.

ROLE OF A PARENT/CARER

You are not alone in this process. The school is here to help you with any queries or worries you may have. Research shows that parental engagement is one of the key factors in a student's academic achievement. For your child, you can make the biggest difference. Encouraging your child to do the best they can, helping them boost their confidence and being supportive, can be the difference between a whole GCSE grade.

As a parent/carer, you should do the following:

- *Attend all parents' meetings and keep the lines of communication with teachers open*
- *Provide a quiet space at home for your child to work and revise. You will also need to provide necessary equipment like pens, highlighters, Post-its etc*
- *Agree the rules for homework and revision – help them make a realistic timetable*
- *Agree the balance between work and social life and stick to the agreement. If they have a special event, allow them to make up the missed time on an agreed day*
- *Become familiar with the subject, the specification and the exam structure*
- *Become a study buddy – show an interest in their work, help them with their homework and test them if they ask etc.*
- *Find enjoyable ways for them to learn for example through educational apps and websites*
- *Ensure you are aware of the dates of each GCSE exam*
- *Know your child's revision timetable and check on them to see how they are doing. If they are having any issues, discuss this with them to help them find a solution*
- *Find out about what the school offers for example additional tuition, intervention sessions etc*
- *All children will feel demotivated, overwhelmed and will struggle with the work load. Threatening them and berating them will not work. Encourage and praise them instead. If they become withdrawn or anxious, encourage them to talk to you or a trusted adult.*
- **One of the most important things you can do is believe in your child.** *Acknowledge and appreciate their efforts! Let them know you are proud of them whatever the result. Talk about their successes and avoid damaging their self-esteem by always talking about their negative behaviour.*
- **The most important thing you can do - make sincere du'a for them and for all the children who are taking exams.** *It is with the du'as of their parents and well-wishers that our children are successful.*

KEY POINTS FOR STUDENTS DURING YEAR 11

- If you are struggling, talk to someone – there is always a solution. Don't give up or stop trying in these lessons.
- Stick to your revision timetable even when you don't feel like it. Don't wait until you are in the mood – the further behind you fall, the more anxious you will become.
- Ignore what your friends are doing or saying – you are working for yourself and your own results.
- Find a balance: eat well, stay hydrated and make sure you get enough sleep – you don't want to fall asleep in the exam!

HOW TO GET THE BEST RESULTS

Stage 1: Understand the work fully. If you don't understand something, ask a buddy, use the internet or ask your teacher



Stage 2: Revision is important. Go over your work regularly so you don't forget it. Create notes to remember them easily



Stage 3: Exam preparation- Go over exam techniques and try and complete past papers. Print out GCSE subject specifications and look over mark schemes

PREPARATION FOR GCSE WORK

LESSON	TIME MANAGEMENT	REVISION
Attend all lessons on time	Do homework as soon as you can. If it piles up and is no longer manageable, talk to a teacher.	Keep a file for each GCSE subject with organisers/dividers to sort out notes, handouts and relevant information.
Note down information relating to final grades such as non-exam assessment. Make sure you understand them fully.	Set goals for each session and fix a start and finish time. Reward yourself when you have met your goals.	Write a list of the areas you are weak in and the areas you need to focus on. Test yourself on these.
	Keep a balance between school work and a social life. Take time to relax and sleep on time; the recommended daily amount is 7 hours	Use revision aids such as spider maps, pictures and flip-charts. Stick sheets around the house where you will see them.
	Take regular breaks especially if you are feeling angry, frustrated or overwhelmed.	Clear your work space so there is only relevant information and you are not getting distracted.
	Take frequent breaks and complete short exercises. Drink water and let fresh air in - this will help you stay alert	Tips to learn: <ul style="list-style-type: none"> - record yourself - highlight any key words - listen to podcasts use memory techniques such as acronyms, picture stories and mnemonics

THE BIG DAY- GCSE EXAMS

KEY TASK FOR STUDENTS BEFORE THE GCSE EXAM

- Know your exam timetable
- Know when and where you need to be for your exams- leave time for any last-minute crises
- Allow your brain time to wake up – have a shower or a relaxing breakfast
- Before an exam, check the exact subjects you will be asked about and make sure you are familiar with the structure and marking system of the exam
- Make sure you have EVERYTHING prepared the night before. Take a pen that you enjoy writing with and take a spare too!
- Keep anxiety at bay by repeating motivational sentences such as ‘you can do it’ and ‘it will be fine’. If you have worrying thoughts, say to yourself ‘STOP’ and try to think of something positive. Breathe deeply five times- this relaxes your mind and body.
- Go to the toilet before the exam
- Take bottled water into the exam- You will have up to 70% better concentration and retention if you are well-hydrated
- Don’t panic if you feel like you have forgotten everything before the exam. If you have revised, the information will come back to you at the time of need. Just read the ending du’a.

KEY TASKS FOR STUDENTS DURING THE EXAM

- Take one or two deep breaths and tell yourself ‘You can do this!’
- If your mind goes blank at any page, don’t panic! Move on to the next question and come back to it later.
- Read the instructions carefully and remind yourself of the exam structure needed to get the highest marks
- Don’t pick up your pen until you have done this.
- If appropriate, spend five minutes of the exam time carefully planning and making notes of key formulae, facts or quotes that you need to remember.
- If there are several questions on a paper, start off with the ones you feel most confident with and then tackle the harder ones.
- If you are stuck on a question, do not spend too long on it. Move on and revisit it later.
- CHECK YOUR PAPER- It is one of the most important things you must do upon completing the exam. Examiners have mentioned that it is possible to up your score by one whole grade by checking your paper.

KEY TASK FOR PARENTS DURING EXAM PERIOD

- Encourage your child to keep a positive perspective – the exam period is an extremely stressful time for students.
- Ensure that your child is prepared for the exam and talk through where and when it is, what they need to take etc.
- Try to keep to routines. Do not introduce any instabilities unless it is absolutely necessary.
- Before the exams, remind them that you love and value them whatever happens.
- After the exam, ask them how it went but don't interrogate them.
- Make du'a for all the children!

EXTERNAL EXAMINATIONS POLICY

ENTITLEMENT

At the end of Key Stage 4 and 5, all pupils will sit external examinations. In order to be entered for a particular subject, pupils are expected to:

- have an excellent attendance record
- complete all homework to a high standard and meet all homework deadlines
- demonstrate consistent success in achieving their target grade in tests and mock examinations

Decisions on whether a candidate should be entered for a particular subject or tier will be taken in consultation with the candidate, parents/carers at parent meetings, subject teachers, and the Principal. Teachers will not only use their professional judgement when deciding if a candidate should be entered for a particular subject and for which tier, but they will also take into account the ability, effort, commitment and attendance of each candidate. Performance in both class work and examinations will also be taken into consideration. Ultimately, the final decision lies with the school.

INTERVENTION

In consultation with subject teachers, the Head of Assessment will put in place a coordinated programme of interventions to raise end of KS4 attainment. Subject teachers and curriculum leaders must be able to accurately identify a student's current grade, predicted grade (based on evidence to date) and any consequent underachievement so that interventions can be targeted effectively.

GCSE EXAMINATION FEES

Examination fees are paid by parents/carers and must be paid before the end of January. Candidates will not be entered for external examinations if examination fees have not been paid by the invoice due date.

Parents/carers who fail to pay the examination fee before the given deadline will be expected to pay the additional late entry fee charged by the awarding body. There is an additional fee to amend tiers after the given deadline. If an amendment fee applies, parents/carers will be expected to pay the additional amendment fee charged by the awarding body.

Candidates who wish to re-sit examinations in order to improve their grade will be expected to pay the cost of the re-sit examination.

COMPULSORY BOOSTER SESSIONS

Booster sessions will take place after school and on weekends throughout the year depending on staff availability. The number of sessions will increase nearing exam time. You will be informed of these classes in advance. These classes are compulsory. There will be a once of charge for these classes of £150 for the full year.

WHEN TO CONTACT THE SCHOOL

- If your child consistently tells you they have no homework or preparation to do.
- If you are worried about your child's behaviour.
- If your child is clearly behind, or you see they are being overwhelmed.
- If a specific subject is causing your child particular difficulties over an extended period of time.
- If you do not receive any information from your child about the exams etc
- If there are any home circumstances that might be affecting your child's school work.
- If you need to take your child out of school for any reason. Remember that only the most serious situations should warrant time off, as every lesson is crucial.

EXAMS AFFECTED BY ADVERSE CIRCUMSTANCES

If your child misses an exam or does not do as well as she could have done because of illness, bereavement or other serious adverse circumstances, or if they are unable to complete homework or other tasks for similar reasons, the most important thing to do is to let the school know immediately. Most examination boards will give special consideration in these circumstances and the school will apply.

RE-MARK

If you are unhappy about an exam result, you can ask the exam board for a clerical check or a review of marking. If you would like to request this service, you must speak to the Exams Officer – Muallimah Khadija within a week of your child receiving their results. There is a fee per exam paper for example there is a separate fee for Maths Paper 1, Maths Paper 2 and Maths Paper 3. These fees can vary across different exam boards and subjects. Please speak to Muallimah Khadija for more details.

GCSE EXAM TIMETABLE

DATE	EXAM	BOARD	TYPE	DURATION	AM/PM
07/05/19	English Language	AQA	Spoken Language Deadline	-	-
13/05/19	Religious Studies (A)	Edexcel	Paper 1	1 Hour 45 Minutes	PM
14/05/19	Combined Science: Trilogy	AQA	Biology: Unit 1	1 Hour 15 Minutes	PM
15/05/19	English Literature	AQA	Unit 1	1 Hour 45 Minutes	PM
16/05/19	Combined Science: Trilogy	AQA	Chemistry: Unit 1	1 Hour 15 Minutes	AM
20/05/19	Bengali	AQA	Speaking Test Deadline	-	-
20/05/19	Religious Studies (A)	Edexcel	Paper 2	50 Minutes	AM
20/05/19	Bengali	AQA	Listening	35 Minutes (F)/45 Minutes (H)	PM
20/05/19	Bengali	AQA	Reading	45 Minutes (F)/1 Hour (H)	PM
21/05/19	Mathematics	AQA/Edexcel	Unit 1 (Non-Calculator)	1 Hour 30 Minutes	AM
22/05/19	Combined Science: Trilogy	AQA	Physics: Unit 1	1 Hour 15 Minutes	PM
23/05/19	English Literature	AQA	Unit 2	2 Hour 15 Minutes	AM
23/05/19	Religious Studies (A)	Edexcel	Paper 3	50 Minutes	PM
03/06/19	History	AQA	Paper 1	1 Hour 45 Minutes	AM
03/06/19	Bengali	AQA	Writing	1 Hour (F)/1 Hour 15 Minutes (H)	PM
04/06/19	English Language	AQA	Unit 1	1 Hour 45 Minutes	AM
06/06/19	Mathematics	AQA/Edexcel	Unit 2 (Calculator)	1 Hour 30 Minutes	AM
06/06/19	History	AQA	Paper 2	1 Hour 45 Minutes	PM
07/06/19	English Language	AQA	Unit 2	1 Hour 45 Minutes	AM
07/06/19	Combined Science: Trilogy	AQA	Biology: Unit 2	1 Hour 15 Minutes	PM
11/06/19	Mathematics	AQA/Edexcel	Unit 3 (Calculator)	1 Hour 30 Minutes	AM
12/06/19	Combined Science: Trilogy	AQA	Chemistry: Unit 2	1 Hour 15 Minutes	AM
12/06/19	Citizenship	Edexcel	Paper 1	1 Hour 45 Minutes	PM
14/06/19	Combined Science: Trilogy	AQA	Physics: Unit 2	1 Hour 15 Minutes	AM
17/06/19	Citizenship	Edexcel	Paper 2	1 Hour 45 Minutes	AM