



Cardiff High School Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth
Mr S M Jones

Llandennis Road
Cardiff/Caerdydd
CF23 6WG
Tel/Ffôn: 029 2075 7741
Fax/Ffacs: 029 2068 0850
Web: www.cardiffhigh.co.uk
www.facebook.com/cardiffhighschool
[@officialCHS](https://twitter.com/officialCHS)

March 2019

Dear Parent/Carer,

I wanted to contact you to clarify arrangements for the coming months and to highlight some key dates.

Our final assembly with the year group is **Friday 10th May at 11am** in Neuadd Celyn. Students should not come to school at 8.40am but should report directly to the Neuadd Celyn 11am. The event will enable us to celebrate the many successes of our students and to wish them well. We are sure that they will enjoy the experience. We should remind you that we expect the very highest levels of conduct to be upheld as the students leave school on the day at around mid-day.

Public examinations will begin for Year 13 on **Monday 20th May** the final examination timetable can be found on the home page of the school website. Students have now also received personalised examination timetables. **It should be noted that Wednesday 26th June is being designated as a contingency day for examinations. The designation of a 'contingency day within the common examination timetable is in the event of national or local disruptions to examinations it is part of the awarding bodies' standard contingency planning for examinations. All students have been told that they must remain available until the 26th June should an awarding bodies need to invoke its contingency plan.** Should students need any further advice or support whilst they are sitting their exams, the Achievement Team in the Sixth Form and subject teachers will be happy to assist in any way necessary.

Please note that students should arrive for examinations 20 minutes in advance of the exam in order to be seated and registered appropriately. All sixth form students are also required to wear their full correct Sixth Form Uniform in an examination. Following the examinations we request that students return text books to the relevant departments.

External examination results will be available from **9am on Thursday 15th August**. The Sixth Form Achievement Team will be available to assist on the day. If students cannot attend on the day they can provide the Exams Officer with a stamped addressed envelope so that we can forward their results. Alternatively, somebody else may collect results on behalf of a student provided that they are in receipt of a letter of consent from the candidate in question. Please note that we are not able to give results over the phone or by email.

On behalf of the sixth form achievement team I would like to take this opportunity to wish all our students well with the exams and as always we look forward to working together with you to ensure their every success.

Yours faithfully,

Mrs K Dilks
Head of Upper School