



# ASHFIELD GIRLS' HIGH SCHOOL

A Specialist School for **ICT**

## Study Leave Policy



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Principal: Mrs A Mungavin BA DipEd PQH (NI)

## General information

### Examination timetable

It is the responsibility of the pupils to know where and when their examinations will be held. They must be prepared to enter the examination room **at least 15 minutes** before the time of the examination as indicated on their individual timetable, the school website and on the school notice board

We see Study Leave as an essential component of individual and personalised preparation for public examinations. For Study Leave to be effective pupils must be allowed time at home to prepare for examinations, but this is not at the expense of teaching or revision in the school, which offers revision classes after school and Easter revision

### Block Study Leave

This will be provided for **Years 12 and 14 only in May/June**. Year 13 must attend as normal.

The date of the start of block Study Leave will be decided annually and will take into consideration the examination timetable or the views of the teachers in deciding whether the pupils have completed all the necessary preparation for the examinations.

Subjects where the examination does not occur until late June have the right to insist pupils attend lessons during official Block study leave.

## Study Leave for Modules (Years 11 GCSE and AS Level)

Years 11 and 13 will be allowed to take the day off prior to an examination timetabled for the next morning. This does not mean study leave on Fridays for Monday examinations. For afternoon modules pupils may take that morning as Study Leave.

Pupils who have taken a morning examination must return to their lessons after the examination in the morning, unless they have a further examination in the afternoon or one the next day.

## Study Leave for GCSE modules Year 12 and A2 Modules

Year 12 and 14 pupils may take the morning as Study Leave for afternoon modules, unless indicated otherwise by the Head of the subject being examined. No other Study Leave is sanctioned for GCSE modules except where the modules represent a considerable element of the overall assessment.

For those exceptions pupils may take the day off prior to the examination, with the consent of the Head of subject.

## Using the School during Study Leave

All Study Leave pupils may, if they wish, use the school's facilities and can study independently in the school library, dining area, Learning Zone or within one of the school pods, with the permission of the Head of Department. If pupils are studying in school they must sign in at the front desk and inform their form tutor.

## Privilege

Finally, Study Leave is a privilege and may be removed if study in school is thought to be a more appropriate and useful preparation for individual pupils.

# A Day in Ashfield



***Challenging girls today;  
creating women of value in the future***

