



Ref: ZGa/Exams

22<sup>nd</sup> February 2017

Dear Parent/Carer

Your daughter has been issued with her summer examinations entry list. It is of the utmost importance that this document has been checked carefully for both the personal and entry details.

Closer to the exams, your daughter will be issued with an individual timetable. This will contain all the information she will need to know regarding her exams.

In the event your daughter is unable to attend due to an exam due to illness please advise the school as soon as possible and provide the medical evidence.

Please be aware that if an error has gone unchecked by you on the summer examinations entry list then any possible costs involved in addressing this will be charged to you. In addition, if your daughter fails to attend any examination without a reason that is recognised by the examination board, you will be charged the entry fee for that examination.

I would like to take this opportunity to wish your daughter success in her studies, revision and preparation for the summer examinations.

If you have any queries, please do not hesitate to contact me on 01424 710402.

Yours sincerely

Zena Gaunt

Examinations Officer



PRINCIPAL: Tracy Dohel