

4<sup>th</sup> September 2020

Dear parent or carer,

**RE: Request for exam entry to sit the cancelled summer examinations**

I hope you are well. Following the collection of results I am writing to inform you of the upcoming deadline for entry to GCSE examinations, should your child wish to sit their exams to see if they can obtain a higher grade. This can be in as many of the subjects as they wish, and they would need to sit all the papers in each exam for the grade to be awarded. If their exam grade was lower than the Centre Assessed Grade, then the higher grade would be retained.

These exams will take place in November and if your child wishes to sit these examinations please email Mr Middleton, our Exams Officer, on [examenquiries@lancasterhigh.lancs.sch.uk](mailto:examenquiries@lancasterhigh.lancs.sch.uk) stating the name of your child and the subjects they wish to be entered for. There is no charge for these entries, however failure to attend the examination which has been booked for your child will lead to the charges for the exam to be passed on to you. As a guide, each paper charge will be around £40.

**The deadline to contact the school to enter your child for the exams is Tuesday 15<sup>th</sup> September.**

Please be aware that this only applies to GCSE subjects, there is no opportunity to sit the examination sections of BTecs (Business, ICT, Travel & Tourism, Child Development), Cambridge Nationals (PE), WJEC Nationals (Catering) and RSL Awards (Performing Arts).

If your child is at sixth-form or college and achieved a grade 3 or lower in either maths or English language, these exams will be taken at their current place of study, not our school. Their current place of study should organise the exam entry but they should check this is being done for them. However if they achieved a grade 4 or higher and they wish to sit the exam to see if they can improve the grade they will do so at our school and you must enter them via the email address above.

Most year 11 pupils collected their class books when the school went into lock-down however if there are any books which still need to be collected for revision, please can parents contact the school office on our main telephone number to arrange for collection. These must be collected by Friday 18<sup>th</sup> September.

Yours sincerely



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