



Willow Bank School, Winwick Road, Newton le Willows, Merseyside, WA12 8DE

Headteacher: Ms Anne Kyle

18<sup>th</sup> November 2023

Dear Parent/Carer

**Subject: Edexcel BTEC Qualifications – Year 10 Pupil Registration**

In addition to the GCSE examinations that your child may sit in June 2025, your child will also be completing a BTEC qualification which are a mix of coursework and exam over a 1- or 2-year period. I am now able to confirm your child's **registration** on the following BTEC courses.

1. **BTEC Level 1 Award Home Cooking Skills** completion in May 2024.
2. **BTEC Level 1 Certificate Personal Growth & Wellbeing** completion in April 2025.
3. **BTEC Level 1 / Level 2 First Award in Sport** completion in June 2025.

Please find enclosed their individual entries.

Schools are advised to enclose the JCQ Information for Candidates. Please take the time to read these with your child to make sure you are both aware of the regulations – especially the *Information for written examinations*. This has been sent in a separate letter to you on 02/10/2023.

Any breach of JCQ Rules and Regulations may result in your child being disqualified. These notices and our Examinations Review of Marking and Appeals Policy that is available on the school website and on request. There is full information on the JCQ website: [www.jcq.org.uk](http://www.jcq.org.uk).

In addition, we are legally obliged to inform you under the Data Protection Act and General Data Protection Regulation 2018 that the centre will provide relevant personal data including name, date of birth, and gender to awarding bodies for the purpose of examining and awarding qualifications.

If you have any questions that you would like to ask, please don't hesitate to contact me at school. Finally, on behalf of all the staff at school, may I wish your child every success in this course.

Yours faithfully

*Helen Lyons*

Mrs H Lyons  
Data & Assessment Manager

Tel: 01744 678745

Email: [willowbank@sthelens.org.uk](mailto:willowbank@sthelens.org.uk)

Website: [www.willowbank.st-helens.sch.uk](http://www.willowbank.st-helens.sch.uk)

