January 2019

Dear Parent/Guardian

GCSE Entries Year 11 – Summer 2019

As part of the entry process for GCSE, I am providing your son with a personal “Statement of Entry” that indicates the examinations for which the school intends to enter him this summer. In order to avoid any mistakes I would ask you to check the number of subjects and personal details carefully with your son to ensure it is correct.

You can assume that the entry codes per subject are correct; we would only like you to make sure that all subjects are correctly listed. If you and your son are happy with the information on his Statement of Entry, then I would ask you to sign it and your son to return it to his Form Tutor as soon as possible. If you identify any problems, then your son should come to see me in the next few days with a note on his Statement of Entry, which I can then address.

If your son is studying a course as an extra-curricular subject and wishes to apply for the examination, then please send him to see me in order to discuss the request and collect an application form if appropriate; kindly note that each case is dealt with on an individual basis.

All entries have to be made before the half-term break so it is important that there are no delays in returning the signed sheet. It must be with Tutors by **THURSDAY 31st JANUARY 15.30 hrs at the very latest.** Following this, before Easter, I will issue a further sheet that contains the dates and times for the written examinations, having resolved any clashes and specifying rooms/seats, which your son can then use to finalise his own timetable. A provisional timetable is available on RM Unify & the school website in the meantime (see: Teaching & Learning) but please note that this is subject to change and that your son is obligated to be available for the external examination period.

If you have any queries then please do not hesitate to email enquiries@shsb.org.uk marking your request for my attention.

Yours Faithfully

Mrs J McNish
Examinations Officer