

Westbourne Academy

Marlow Road T 01473 742315
Ipswich F 01473 464825
Suffolk E office@westbourne.atrust.org.uk
IP1 5JN W www.westbourne.atrust.org.uk



Principal - Mr Garry Trott

Our ref: CWa/EPe

March 2018

Dear Parents

Examination Entries – Summer 2018 (Year 11)

Your son/daughter has been issued with a *statement of exam entry* which details the subjects for which they will be sitting exams/assessments together with an acknowledgement slip.

In order to qualify for entry to any examination, a student must satisfy the basic requirements of the course. If, subsequent to being entered, your son/daughter fails to provide the work necessary through lack of effort or fails to arrive at a written paper without a valid reason, they will be considered to have withdrawn themselves from the qualification. As the fees are non-refundable you will be liable for the cost of up to £50.00 per qualification should this situation occur.

It is essential that you take the time to check all the details very carefully before signing and returning the acknowledgement slip. A parental and a student signature is required as an acknowledgement that both **examination entries** and your child's **personal details** are correct and it is agreed that the student will be taking the qualifications as listed. Please note **personal details** must show **legal names**, as stated on your child's birth certificate and/or passport. Qualification certificates will be printed from these details and are legal documents so cannot be changed after issue.

Full details of examination regulations can be found in the 2017-18 Exam Handbook which is available to download on the Student/Exams page of the academy website:

http://www.westbourne.atrust.org.uk/docs/Year_11_Exam_Handbook_2017-18.pdf

Please ensure that the acknowledgement slip is returned to your child's Form Tutor by **Thursday 29 March 2018** at the very latest. If you have any questions or concerns regarding exam entries then please do not hesitate to contact the Examination & Assessment Officer, Mrs C Wastell on 01473 466108.

Yours sincerely



Mark Bouckley
Vice Principal

Encs



**Information**

This is a letter about important school information. If you are unable to read this information because English is not your first language, please ask someone who speaks English to contact the school on 01473 742315 or email office@westbourne.atrust.org.uk

Lietuvių kalba/Lithuanian – Informacija/General information

Tai laiškas apie svarbią mokyklos informaciją. Jei negalite perskaityti šios informacijos, nes anglų nėra jūsų gimtoji kalba, kreipkitės į ką nors, kas kalba angliškai arba kreipkitės į mokyklą 01473 742315 arba el

office@westbourne.atrust.org.uk

Polski/Polish – Informacja/information

Jest to pismo o ważnych informacjach o szkole. Jeśli nie możesz przeczytać tej informacji, ponieważ angielski nie jest twoim pierwszym językiem, poproś kogoś, kto mówi po angielsku, lub skontaktuj się ze szkołą 01473 742315 lub e-mail office@westbourne.atrust.org.uk

Em português /Portuguese – Informações/information

Esta é uma carta sobre informações importantes sobre a 2scolar. Se você é incapaz de ler esta informação, porque o Inglês não é sua língua 2scola, por 2scola, pergunte a alguém que fala Inglês deve contactar a 2scolar 01473 742315 ou e-mail office@westbourne.atrust.org.uk

Limba română/Romanian – Informații/ General information letter

Aceasta este o scrisoare cu privire la informații importante școlare. Dacă nu puteți citi această informație pentru că engleza nu este prima limbă, vă rugăm să întrebați pe cineva care vorbește limba engleză trebuie să contacteze școala 01473 742315 sau e-mail office@westbourne.atrust.org.uk

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WESTBOURNE
ACADEMY

Year 11 Summer Exam Series 2018

Acknowledgment Slip

Please complete, sign and return this document to your Form Tutor no later than Thursday 29 March 2018.
Thank you.

Student's Legal Name: _____ Form: _____

ENTRIES

- We confirm that we have received the covering letter regarding the summer 2018 examination entries for the above-named.
- We confirm that the exam entries listed on the *statement of exam entries* are correct.
- We confirm that the personal details (legal name) listed on the *statement of exam entries* is correct and matches the details on our child's birth certificate and/or passport.

Parent's Signature:	
Parent's Name (Block Capitals)	
Student Signature:	
Date:	

