11th November 2011

Dear Parent/Guardian

This letter is to inform you that your child will be sitting their Maths Unit 2 exam on Monday 14th November at 0900 hrs on South Site.

This is an external exam and the marks represent 30% of their final GCSE Maths grade. Your child should be on time so that they can benefit from the maximum time allowed for this exam. A breakfast club will be open to them from 0830 hrs in the dining room. However, should they not wish to attend, they should report straight to their exam area 10 minutes before the exam is due to start in full school uniform.

A copy of your child’s exam timetable is enclosed for your information.

Yours faithfully

A.M. Hamilton

Mr M Neild

Enc
Dear Parent / Carer

I am writing to all parents and carers of the students who sat this morning's maths exam on the North Site. Your children were incorrectly informed by us in a letter sent only last Friday that their exam was to be on the South Site. This was an error that we should have noticed before sending the letter. We had no chance to recall the letter or send one with the right information because the first letter was sent so late. This error was not noticed until the weekend and so we could not alter our website either.

We are very sorry if your child was affected by this error. We made sure that the exams did not start until all the children on both the North and South sites were in the right place this morning. I will be looking into the circumstances around this error as nothing is more important than your children's exams. In future we will aim to tell parents in a timely manner about the arrangements for examinations and check carefully to make sure that they are correct.

Once again, we are very sorry.

Yours sincerely

Cathy Spillane
Principal

Principal: Mrs C. Spillane MA

14 November 2011
Ref: CSP / CDW