Chorlton High School

HEADTEACHER
Ms Z. Morris

Nell Lane . Chorlton
Manchester . M21 7SL

tel 0161 882 1150
fax 0161 861 8753
email admin@chorltonhigh.manchester.sch.uk
web www.chorltonhigh.manchester.sch.uk

February 2019

Dear Parent(s)

Alongside this letter, you will find your Statement of Entry Letter for the upcoming exams in May & June 2019. This gives the details of the exams you have been entered for at present but slight amendments may occur (e.g. tier of entry). Please check the Exam section of the School Website for JCQ Exam Regulations which you **MUST** be familiar with. Additionally, you will also find the updated Year 11 revision timetable. Please check for any changes.

At this moment in time, **IT IS ESSENTIAL** that you check your personal details on your timetable carefully and report any amendments **in writing** to Ms Williams, in the main office. You **must** check that the following information is present and correct; any subsequent correction and reprinting of exam certificates will be charged to the parent at a cost of £40 per certificate:

- **Your full name** – Check spellings and make sure that your name is AS IT APPEARS ON YOUR BIRTH CERTIFICATE.
  Please bring your birth certificate or passport to the main office as proof of any name change.

- **Your date of birth** – Carefully check that the day, month and year of birth are correct.
  Again, a birth certificate or passport must be presented to the main office as proof of any changes.

- **Your exam entries** – You must check that the following are present **and correct**:
  1. The Exam Board/Awarding Body: this will either be AQA, Edexcel, WJEC or OCR.
  2. The examination level: GCSE or GCE.
  3. The tier: this will either be Higher (H) or Foundation (F).
     If you are unsure as to if your exam entries are correct, please see your subject teacher.

The deadline for this information to be provided is by 1st April 2019

PLEASE NOTE, UNLESS OTHERWISE STATED:

Morning exams start at 8.45am

Afternoon exams start at 12.45pm

IF YOU ARE LATE, YOU MAY NOT BE ALLOWED TO SIT YOUR EXAM.

Kind regards,

Ms G S A Williams
Examinations and Assessment Manager