



2nd May 2013

RBY/JS

Dear Parent/Carer

Mrs Richards recently wrote home regarding arrangements for the Year 10 Work Experience week and to notify you that there is unfortunately a clash of dates between this and the GCSE Biology exam in the afternoon at 13:30 on Wednesday 5th June. In addition to this, examination students in sets 2 and 3 have an important English Language GCSE examination on Tuesday 4th June at 9:00. This was unforeseen when we planned this particular week for work experience as the exam timetable is produced at a much later date. This will not happen next year. I hope that you will agree however that it is right to give students as many opportunities as possible to achieve their best in these important subjects.

All placements will be contacted by the school to inform them that your son/daughter will be in school on these two dates to complete their exams. Depending on the location of their placement, students should try to return to the place of work once the exam is completed on Tuesday and leave their placement early on Wednesday. Each student will need to discuss this individually with their point of contact.

Please accept my sincere apologies with regard to this regrettable situation. If you have any questions please do not hesitate to contact me at school.

Yours faithfully

Mr R Blyth
Assistant Headteacher