



## Repeating GCSE and AS Level Modules in Summer 2018

Dear parent / guardian,

Next week your daughter's teachers will ask for the names of any students that wish to repeat a module in their subject in summer 2018.

These students will be **provisionally** entered for each module that they have decided to repeat. All provisional entries must be made by Friday 17<sup>th</sup> November.

Students will receive an invoice for the modules that they have been entered for and be required to pay the total for those entries on the morning of **Friday 24<sup>th</sup> November 2017**.

After this date any student who has not paid off the total of their invoice will have their provisional entry removed from the system.

Please note:

**Payments cannot be refunded** once an entry has been made.

Pupils **WILL NOT** be entered for repeat modules until the examination fee has been received by the school.

**THERE IS A FEE FOR LATE ENTRIES.**

Pupils **will not be withdrawn** from any repeat modules in the event that they do not turn up, resulting in a mark of zero for that paper. This will therefore count as the second attempt, removing any re-sit options in the future. Only in exceptional circumstances, with prior notice, will they be withdrawn.

Yours faithfully

Mr A Brady

Head of Examinations