



Steyning Grammar School and Sixth Form College

Day and Boarding

Shooting Field Campus 01903 814555
Sixth Form College 01903 810526
Shooting Field, Steyning, West Sussex, BN44 3RX

Church Street Campus 01903 814786
SGS Boarding 01903 817601
Church Street, Steyning, West Sussex, BN44 3LB

Rock Road Campus 01903 744884
Rock Road, Storrington, West Sussex, RH20 3AA

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Autumn 2019

Dear Parent/Carer,

Every year a small number of students ask to sit an exam in their home language.

Wherever possible, we will do our best to accommodate these requests. However, we would not expect students to sit a GCSE until they are at least in Year 10, and possibly not until they are in Year 11. Students sitting an A level in their native language will normally sit this in Year 13 alongside the subjects they are studying in class.

We reserve the right to charge for examination entries in subjects for which the student is not in a class. The cost will vary per subject depending on various factors, including:

- The Exam Board entry charge
- Whether it is simply a case of entering and making arrangements for the student to sit a written exam
- Whether teachers are involved in the examination – for instance, to conduct an oral exam, set and supervise a controlled assessment or coursework
- Whether we have to employ a native speaker of the language in question to conduct an oral exam
- Whether it is a subject taught within the school but your child is not in a class for the subject

Exams in some languages may only be available in alternate years.

It is helpful for our planning purposes to know in advance whether you would like your child to sit such an exam. In any event, **we must know by the October half term prior to the Summer in which the exam would be taken.** We will then inform you of the likely cost to help you decide whether or not you wish us to proceed with the entry.

If you have any questions about this, please do not hesitate to contact me. Any enquiries about exams should be made to me in the first instance, although I may then refer you to another member of staff who is better able to deal with your enquiry.

Kind regards,
Mrs S Fegredo
Assistant Examinations Officer