



FINHAM PARK  
MULTI ACADEMY TRUST

14 February 2018

**Re: GCSE External Examinations: Summer 2018**

Dear Parent/Guardian

This week, your son/daughter will receive an individual exam timetable for their Summer exams. Students have been asked to check their timetable and inform the Exams Office (A22) of any amendments which need to be made.

In particular, students should check:

1. that their personal details at the head of the timetable are correct. This is important as these are the details which will appear on their final results certificates.
2. that they have been entered for the correct exams and at the correct level (eg Higher or Foundation) in subjects where this is applicable.
3. identify any exam "clashes" (occasions where they have more than one exam at the same time on the same day).

If students do find any errors and/or exam clashes, they should see Mr Jeffreys or Mr Hunter in A22 (the Exams Office) to resolve these difficulties. Late entries and amendments (eg. tier changes) will incur late fees from the exam boards from the beginning of the Summer term so it is important to correct any mistakes and make any amendments at this early stage wherever possible.

A composite version of the GCSE timetable, showing the venues for the exams, will be posted in mentor rooms, in prominent places around school and on the school website before the end of this term.

Students will receive more detailed information about the arrangements for the exams in May and June at the start of the summer term.

If you wish to discuss any of the matters above, please get in touch with me at school via any of the contact details at the foot of this letter.

Yours Sincerely,

Robin Jeffreys  
Examinations Manager  
email: [exams@finhampark.co.uk](mailto:exams@finhampark.co.uk)

Tel: 02476418135 (ext 1238)

Finham Park School  
Green Lane  
Coventry  
CV3 6EA  
Tel: 024 7641 8135  
Fax: 024 7684 0803  
Email: [headteacher@finhampark.co.uk](mailto:headteacher@finhampark.co.uk)  
[www.finhampark.co.uk](http://www.finhampark.co.uk)

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