



7th September 2011

Dear Parents,

I write to remind you of a few details regarding the forthcoming Entrance Examination.

As you are aware, we do not have anything to do with the administration of the exam or any of the subsequent forms and paper work. You should have registered your child with the Local Authority and the College if you wish for your child to take the examination. If you have any questions regarding this please contact St. Joseph's College direct on 01782 848008.

The College are having an open evening on the **Wednesday 14th September 2011 from 7pm until 9pm** and it is advised that you attend.

The examination runs on both **Friday 23rd September 2011** and **Saturday the 24th September 2011**. If your child is taking the exam on the Friday there are several options available to you. You can have sole responsibility for your child on that day, delivering them to, and picking them up from the college yourselves. We are however willing to take the children over and pick them up as required if this would be easier for you. If the second option is being used we do require your consent and would appreciate you filling in the form, attached to this letter, so we have a clear understanding of which children the school will be responsible for.

We will require your child to be in school by 8.30am on the morning of Friday 23rd September with all the relevant information/equipment that is required. **Please ensure you send your child in with their 'Pupil Reference Number', which the College should provide you with in writing before the exam is due to be taken. Some parents have forgotten this in previous years and it can cause some distress!**

I would just like to take the opportunity to say that all of the children are in our thoughts and prayers during this time, and if you have any queries or concerns regarding their secondary transfer do not hesitate to contact me.

Yours Sincerely,

Mrs A. Hutchinson
Deputy Head teacher



St. Joseph's College Entrance Examination - Friday 23rd September 2011

Name of Child: _____

Please escort my child across to St. Joseph's College on Friday 23rd September for his / her entrance examination.

Please escort my child from St. Joseph's College, back to St. Joseph's Preparatory School on Friday 23rd September.

(Delete as appropriate)

Signed: _____ Print Name in Full: _____

Date: _____