

Ysgol Penglais School



Ffôn/Tel: 01970 624811
Ffacs/Fax: 01970 625830
E-bost/E-mail: admin@penglais.org.uk
Gwefan/Website: www.penglais.org.uk

Waunfawr
Aberystwyth
Ceredigion
SY23 3AW

Pennaeth / Headteacher: - Ms Mair Hughes

23 Jan 2023

Dear Parent / Guardian

This letter provides information on the deadlines and costs for exam re-sit entries for the Summer 2023 exam season.

We are now making exam entries for the summer 2023 season. Teaching staff are making the entries for units being studied this year and they will complete this by the end of this month. Students will be given a draft copy of all their entries and a draft timetable of their written exams in early February. This will help students plan their revision and it is an important check to help make sure their entries are correct.

Teaching staff do not make any re-sit entries. Any student wishing to re-sit any units from last summer or January this year, will need to follow the process below.

The first step is for the student to discuss possible re-sits with you and with their teacher, and to be sure they will be prepared for any re-sit unit. Students must consider how much time they have available to work on re-sit work and they need to make sure any work they do on a re-sit unit will not have a negative impact on the units they are studying this year.

Re-sit fees are chargeable and the fees for re-sits are attached to this e-mail and are also on the school website. Entries for re-sit units are made by Mrs M Fulton or myself once payment and details of the entries have been received.

As we are a cashless school, all payments need to be made on ParentPay. Please select the item named 'Summer 2023 exam fees on ParentPay' and use the list of exam fees to make the correct payment. When payment has been made, you will also need to e-mail exams@penglais.org.uk and in this e-mail confirm the student's full name, year group, what subject and unit they wish to be entered for. If it is a tiered entry confirm which tier of entry (e.g. English Literature Unit 1 higher tier) and please confirm payment has been made. Exam staff will then make the entry and confirm back to you by e-mail that this has been done. Please note that making a payment does not automatically make the exam entry, so please make sure you e-mail the details. If you are unsure of the correct payment required, please e-mail exams@penglais.org.uk and a member of the exams team will confirm this back to you,

If you do not have an activated ParentPay account, please e-mail Mrs Melanie Williams in the Finance Office on maw@penglais.org.uk and request a ParentPay activation letter, stating your child's full name and year group. If you have any problems making payment on this system, please contact Mrs Melanie Williams on her e-mail.

The deadline for re-sit entries is Monday 20th February. Late fees are charged by exam boards for any entries after the entry deadline.

I will be speaking with students in Years 10-13 in Assemblies during the next two weeks and if your child has any questions about exam entries, please ask them to go to Reception at the start of break or lunchtimes during the next two weeks and ask the staff at Reception to ring me. If you have any further questions about exam entries, please e-mail exams@penglais.org.uk.

Yours Faithfully

P J Jones
Exams Officer