Highgate Wood School
Everyone matters
Everyone achieves

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Community Languages – Parent and Student Information

At Highgate Wood School we are very supportive of students who wish to take a qualification in a language they are fluent in. This means fluent in speaking, listening, reading and writing as all four skills are assessed. Please check the list for languages available. We enter students for these exams in year 10 and year 12, although occasionally in year 11 & 13. **We do not enter any student for any qualification before year 10**. The exam is paid for by the school although we need a deposit for students to be entered. This deposit is returned (minus a £5 non-refundable admin fee) once the student has attended all the expected exams. It will not be returned if the student misses any exams unless justified by a doctor's note.

Procedure

1. In November of the academic year that the student plans to sit the exam, parents print and complete the form below, then the student takes it to request entry to either:
- Ms Mayer, for **GCSE** (check the list for available GCSEs)
- Ms Julian, Director of Sixth Form for **A level** - applications will be considered on an individual basis.

Please note: The school will not accept emails or electronic versions. No deposit needs to be paid at the point of application.

2. Staff will complete the receipt section and then the student returns this to the parent. The receipt **must be retained** by the parent as confirmation that the request was made.

3. If the application is accepted, Ms Mayer/Ms Julian will inform the exams officer at the end of November. No requests for entry can be guaranteed after this date.

4. The exams officer will request the deposit via email (£40 via Scopay, £30 for Pupil Premium students). Please contact the relevant head of year directly if payment is difficult financially. They will then take a decision on whether we can accept a smaller deposit.

5. The exams officer will email the parent to confirm entry by the end of February.

6. By the end of April, a statement of entry will be emailed to the following: parents, the student (using their school email address), Ms Mayer/Ms Julian, the form tutor, the head of year and the pastoral support officer. Parents must make a note of the date and time of the exams and help remind, support and ensure their child's attendance. If the student does not attend, the deposit will not be returned.

7. Please be aware that for the languages marked below with an asterisk (*) we cannot guarantee being able to facilitate the oral exam. In this situation the exams officer will let all the stakeholders in point 7 above know. The parent can decide whether a) their child will forego this element of the exam (they can still get a good grade without it), b) they can find a suitable person to carry out the exam or c) they withdraw their child from the whole exam. If the decision to withdraw is taken by the end of April, then the deposit will be returned (but not before 15th November following the exam).

8. Once the exams have been sat, the exams officer will inform the finance team that deposits can be refunded. The finance team will refund the deposit by 15th November or the nearest working day after this date. Any queries about this should be directed to the exams officer.

Please note that we cannot facilitate any mock exam for any language and the school cannot take part in any tuition or teaching for this subject.

We may request that any late entries are paid for in full.

Languages

Community Language	Exam board
French GCSE	AQA
Spanish GCSE	AQA
Turkish GCSE	Edexcel
Arabic GCSE*	Edexcel
Hebrew GCSE*	Edexcel
Japanese GCSE*	Edexcel
Chinese (Mandarin) GCSE*	Edexcel
Russian GCSE*	Edexcel
German GCSE*	AQA
Italian GCSE*	Edexcel/AQA
Polish GCSE*	Edexcel
Portuguese GCSE*	Edexcel
A level	Will be considered on an individual basis. See Ms Julian, Director of Sixth form.

* We cannot guarantee that we can facilitate the oral exam for these subjects.

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Community Languages Request Form – Highgate Wood School

This form needs to be printed, completed by the parent and handed to either **Ms Mayer in the MFL office (GCSE applications)** or **Ms Julian in the Sixth form office (A level applications)** ONLY DURING TUTOR TIME EVERY WEDNESDAY IN NOVEMBER.

Electronic copies will not be accepted.

The school has the final decision about who is entered and for what level.

Once you have your receipt, further communications will be with the exams team.

Please complete in CAPITAL LETTERS

Student First Name:	Surname:	Tutor Group:
Requested Language:	Level (GCSE or A'Level):	

I confirm that my child is **fluent in** (Tick or Cross):

Listening ☐
Speaking ☐
Reading ☐
Writing ☐

Please note: Fluency/near fluency in all 4 skills is needed in order to sit the exam.

I have read and agree with the information on the school website regarding entry for community languages. I understand that I will need to pay a deposit in order for the entry to be processed and once I have the statement of entry (usually April) I need to help ensure my child's attendance.

Parent full name: _____Parent signature: _____

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Receipt from Highgate Wood School (parent – please complete child's name here also)

Thank you for your interest in this community language. I can confirm that I will enter:

Student first name: _____Surname:_____

For the following language: _____at this level:_____ in summer of: _____

Signed: _____ Staff name:_____ Date:_____

It is the parent's responsibility to retain this receipt as only this will confirm the request for a community language has been made and accepted by the school.