

## Community Languages – Parent and student information

At Highgate Wood School we are very supportive of students, who are fluent in speaking, listening, reading and writing in a foreign language, to take a suitable qualification in that language. The languages that we can usually facilitate are detailed below though there might be difficulty in finding someone to deliver the oral exam. We usually enter students for community language qualifications in year 10 and year 12 though in special circumstances we will enter students in year 11 & 13. We do not enter any student for any qualification before year 10. Though entry for an exam is paid for by the school we do need a deposit to be paid in order for a student to be entered. This deposit is returned once the student has attended all the expected exams, it will not be returned if the student misses any exams unless this absence is justified by a doctor's note.

### Procedure

1. In November in the academic year that the student is going to sit the exam (ideally year 10 or 12) parents need to print and complete the form below and the student needs to take this form to the head of languages to request entry.
2. The school will not accept emails or electronic versions as a range of communication types can lead to requests being missed. The head of languages will complete the receipt part of the form for the student to return to the parent. The receipt must be retained by the parent as only this receipt will be accepted as confirmation that the request was made.
3. The information that parents need to provide is: full first name, surname, form, language, level (usually GCSE), confirmation that the student is fluent in speaking, reading, listening and writing in the language. No deposit needs to be paid at this point.
4. If agreed then the head of languages will inform the exams officer at the end of November of all the students to be entered in that academic year. No requests for entry can be agreed after this date except in exceptional circumstances.
5. The exams officer will ask, by email, for a deposit to be paid via the school's electronic payment system of £40 (£30 for pupil premium students). If payment of the deposit is difficult financially please let the exams officer and head of year know and we will see what arrangement can be agreed.
6. The exams officer will reply to the email to confirm entry to the qualification by the end of February. A statement of entry will be provided by the end of April by email.
7. By the end of April, the exams officer will email the student (using their school email address), the parent, the head of languages, the tutor, head of year and pastoral support officer their statement of entry. 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 child does not attend there might not be another opportunity to do the exam and the deposit will not be returned.
8. Please be aware that for all 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 their child will forego this exam (a good grade can still be obtained without it) or if they can find a suitable person to carry out the exam or withdraw their child from the exam. If the decision to withdraw is taken by the end of April then the deposit will be returned but not before the date below in point 9 below.
9. 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 the 15<sup>th</sup> November or the

nearest working day after this date. Any queries about if the date is missed should be directed to the finance team.

Please note that we cannot facilitate any mock exam except for GCSE French and Spanish and the school cannot take part in any tuition or teaching for this subject. Please do not communicate with staff outside of the times indicated above as members of staff need to prioritise other tasks at other times, replies may be very delayed.

Any entries that are accepted after the deadline must be paid for in full and this payment is non-refundable.

#### 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
Danish GCSE*	Edexcel
Dutch GCSE* (possibly reinstated this year, to be confirmed)	Edexcel
German GCSE*	Edexcel / AQA
Italian GCSE*	Edexcel / AQA
Polish GCSE*	Edexcel
Portuguese GCSE*	Edexcel
Spanish A level	Edexcel
French A' Level	Edexcel

Community Languages Request Form – Highgate Wood School

1. The parent needs to complete this form, print it, and give to their child who will show it to the head of the languages department.
2. This form is only accepted in the November of the academic year that the exam is to take place and we cannot guarantee an entry will take place outside of this time. Electronic versions cannot be accepted.
3. The head of languages has the final decision about who is entered and for what level.
4. After this has been done and you have your receipt further communications will be with the exams team (from February) and the finance team for a refund (in July)

Please complete in capital letters

Student first name: \_\_\_\_\_ Surname: \_\_\_\_\_ Form: \_\_\_\_\_

Requested language: \_\_\_\_\_ Level (GCSE or A' level): \_\_\_\_\_

I confirm that my child is fluent in speaking, reading, listening and writing in the language I have selected. 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: \_\_\_\_\_ Student surname: \_\_\_\_\_

For the following language: \_\_\_\_\_ at this level: \_\_\_\_\_ in summer of: \_\_\_\_\_

Signed (head of languages): \_\_\_\_\_

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.