



St. JOSEPH'S PREPARATORY SCHOOL
Part of the Edmund Rice Family

8th September 2016

Dear Parents,

I write to remind you of a few details regarding the forthcoming St. Joseph's College 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 examination runs on both **Friday 23rd and Saturday 24th September 2016**. 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 **8.15am** on the morning of Friday 23rd September with all the relevant information/equipment that is required. A bottle of water and a small snack is useful too. **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 to your child!**

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 S. Hutchinson BEd
Headteacher



St. Joseph's College Entrance Examination - Friday 23rd September 2016

Name of Child: _____

Please escort my child across to St. Joseph's College on Friday 23rd September for his / her entrance examination. My child needs to be at St. Joseph's Preparatory School for **08.15am**.

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: _____ Please note any additional comments: _____

**** Please address all replies to Mr Smith, Prep Six Form Teacher before 13th September 2016 ****