



**The Academy  
at Shotton Hall**

The Academy at Shotton Hall  
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Executive Principal: Lesley Powell CBE    Chair of Governors: Amanda Moon    Head of School: Alex Hook

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Dear Parent

As the summer exam season approaches we cannot stress enough how important it is that your child attends every examination they are entered for.

Attached is a list of the exam fees per unit the school has already paid. The cost of external examinations is substantial.

If your child does not attend any of the exams you will be expected to pay the cost shown on the attached sheet.

If your child is genuinely ill but can attend then we will do everything to make them comfortable while they sit their exam. If they do not attend then we do require a **doctor's note** saying why they cannot come in to prevent a bill being sent out to you.

Failure to attend any part of an exam can result in a certificate not being awarded by the exam board. Given all the work and effort your child has shown we need to make sure they are rewarded!

We would be grateful if you could impress upon your child the need to be punctual for every exam.

We thank you for your assistance in this. We will do all we can to make this as smooth as possible and if we can do anything to assist, we will.

Your sincerely

Alex Hook  
Head of School

