

## Modern Foreign Languages Policy

This policy is designed to clarify the School's position in relation to current students who wish to take examinations in languages which are not part of the taught curriculum.

Whenever possible, the School will enable current students to sit at the School GCSE, IGCSE, A-level in languages that are not offered in the curriculum. Typically, such students are bi-lingual or through personal circumstances are proficient in another modern foreign language.

Any students who wish to take GCSE French/German, but are not currently studying it in year 11, or any students who wish to take A level French/German but are not currently studying it in year 13, should contact Mme Gille (French) / Mr Matthews (German) in order to pursue the possibility of taking the exam in school.

For students wishing to take a GCSE/A level in a non-curricular language such as Spanish, Russian, Turkish, Chinese etc we suggest that you arrange this (and possible tuition) privately via a local centre.

If this is not possible, then we can consider entering individual students to sit the exam during the School's summer exam season. In such a case, a parent/guardian should send an initial email to the Exams Officer, Mrs Natasha Hodes ([n.hodes@purcell-school.org](mailto:n.hodes@purcell-school.org)) no later than the end of the Autumn Term of that academic year. The email should include:

- Confirmation from the parent/guardian as to which GCSE/A level they would like their child to sit at the end of the academic year
- Confirmation from the parent/guardian that they are willing to pay the exam entry costs and administration fee, with an acknowledgement that they are responsible for any tutoring costs involved in the preparation of the exam including the supply of the tutor for the spoken element of the exam
- A letter/scan/email from a private tutor of that language indicating (a) the syllabus they intend the student to take, (b) their own teaching/examining/INSET experience with that syllabus, (c) their predicted grade, (d) confirmation that they are able to conduct whatever speaking test is required by that syllabus during the summer exam season.

The School is not able to organise private tutors or classes and any exam entries are made on an individual basis. Depending on the grade predicted by the tutor, we reserve the right to deny entering any student whose predicted grade would not properly represent their linguistic potential (eg a bilingual student who were to be predicted less than a 8/9 at GCSE, and who therefore ought to seek further tuition before taking the exam).

<i>Policy author / reviewer:</i>	<i>Next review due:</i>
SLT	November 2026