



3 January 2020

Dear Parent

Taking instrumental and singing examinations at SWPS

If your child's teacher would like them to be entered for a music exam to be taken in school this term (whether they has lessons in school or elsewhere), we ask that you would kindly complete the online form to give your authorisation. The form gives details of the current exam fees, set by ABRSM, and if relevant, the fee charged by the exam accompanist for one rehearsal and attendance on the exam day.

The online form can be found at:

<https://www.swps.org.uk/senior-school-11-16/co-curricular/music>

Please ensure that the form is completed by the closing date (Tuesday 21 January 2020).

The cost of the exam will be added to your school fees, but any accompaniment charge should be sent directly to the accompanist on the day of the exam. Details will be given nearer the time.

Please note that it is the policy of ABRSM that if a candidate withdraws from an exam, the full fee is still payable unless a medical certificate is provided. In the latter case, the Board will refund 75% of the fee. If students wish to take exams at Grade 6 or above, the Board requires them to have passed Grade 5 Theory first.

If your child has any medical condition or learning difficulty which may affect the exam, please attach details to the application form. We will take it that your signature on the form gives permission for any information regarding special needs to be sent to the Board.

If you have any queries about this, please contact Mrs Scrutton, Director of Music.

Thank you.

Yours sincerely

Jane Clark (Mrs)
ABRSM Exams Co-ordinator



GUILDFORD ROAD | CHERTSEY | SURREY KT16 9BN

t: 01932 574900 f: 01932 574901 e: office@swps.org.uk w: www.swps.org.uk

A Charitable Company Limited by Guarantee | Registered in England & Wales at the above address | Company No: 3298142 | Charity No: 1060597
Trustee for the Administration of Sir William Perkins's Educational Foundation | Charity No: 312025 | Registered in England and Wales at the above address