

GCSE Family Language Project

Timetable for coordination of tasks

<p>September</p> <ul style="list-style-type: none"> ■ Meeting with teacher ■ Invitation letters to parents ■ Presentation 	<p>October</p> <ul style="list-style-type: none"> ■ Send letters to cluster secondary requesting exam centre provision ■ Lesson Plans ■ Record Exam dates
<p>November</p> <ul style="list-style-type: none"> ■ Confirm secondary school as exam centre ■ Download exam papers & specifications ■ Lessons start ■ Teacher provides enrolment forms, evaluation language requirements & predicts grades 	<p>December</p> <ul style="list-style-type: none"> ■ Observation of teaching ■ Discuss entry of exam with class
<p>January</p> <ul style="list-style-type: none"> ■ Exam entries to secondary school ■ Book room for speaking exam ■ Check dates of SAT's/Sc journey ■ Check 2 working cassette players 	<p>February</p> <ul style="list-style-type: none"> ■ Book courier to bike speaking exam from secondary exam to your primary and return
<p>March</p> <ul style="list-style-type: none"> ■ Check exam times at secondary school ■ Arrange support staff to accompany candidates ■ Arrange transport to exam ■ Final checks for speaking exam ■ Allocate time to review completed cassettes ■ Return cassettes to secondary school within 24 hours 	<p>April</p> <ul style="list-style-type: none"> ■ Observe teaching ■ Discuss progress and paperwork with teachers
<p>May</p> <ul style="list-style-type: none"> ■ Check exam timetables, entry details and invigilation requirements ■ Confirm transport arrangements 	<p>June</p> <ul style="list-style-type: none"> ■ Results broadsheet arrives ■ Arrange September assembly to give out certificates to parents and children
<p>July</p> <ul style="list-style-type: none"> ■ List phone numbers of families for exam results contact 	<p>August</p> <ul style="list-style-type: none"> ■ Results broadsheet arrives 3rd Thursday in August ■ Arrange September assembly to announce results ■ Arrange October/November assembly to present certificates