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18<sup>th</sup> May 2022

Dear Parents/Carers,

I am writing to inform you that some lower school assessments will be taking place between the 13<sup>th</sup> and 24<sup>th</sup> June. Many subjects will be covered during this time, but not all, for a variety of logistical and staffing reasons. Therefore, individual subject teachers will inform their classes of what is necessary for an assessment, if they are doing them. Assessments may be of a variety of types and lengths depending on the needs of particular departments. Where subjects do not have assessments, we will be able to produce progress reports from data already taken during the year.

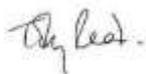
It has been a challenging year in terms of staff and student absences, so we intend for these assessments to be 'low stakes', low intensity assessments. That is to say, they are just going to be used for teachers to internally assess students' progress and so there will not be a formal process for reporting results. We are trying to avoid pressure on students in a formal 'exam' sense. Furthermore, please note that these assessments are not the only measure of a student's performance over the year and do not provide the sole basis for any potential future groupings or end of year assessed grades.

We will be explaining to students that assessments need to be taken seriously and require appropriate behaviour. I hope that you will be able to support us in reaffirming this message. Of course, we are mindful of the additional stress that assessments can cause and aim to make the process as manageable as possible. It would be most helpful if you could assist us by encouraging students to remember the following:

1. Where assessments are due to happen, class teachers will be giving dates, times, topics, and preparatory information to their own classes. They should be putting any relevant information on to Teams for their classes.
2. Students need to be adequately prepared. They should make sure that they are clear about what will be required and, if unsure, they should ask their subject teachers.
3. Students should have mobile phones switched off during assessments, they should have the necessary equipment to complete them, and should not attempt to communicate with each other during assessments.
4. Each student should ensure they have the basic equipment that is required for each assessment. A pen, pencil, ruler and rubber are essential and a calculator may be necessary for some subjects.

During lessons over the next few weeks, students will be given more specific information about any upcoming assessments by their individual subject teachers. Please do not hesitate to contact your son or daughter's Year Co-ordinator at school if you have any queries regarding the assessment period. If you have a subject specific question, please contact the relevant department.

Yours faithfully,



Mr T Read  
Assistant Headteacher.