



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

September 2018

Dear Year 11 Parent/Carer

I hope that your son/daughter has made a positive start to Year 11 and that they are enjoying their GCSE courses. I am writing to remind you of some of the assessment requirements of the GCSE courses, share important information with regard to access arrangements and special considerations for public examinations and highlight the timings of Year 11 trial examinations, Parents' Evening, report and gradesheet.

Trial examinations, Parents' Evening, report and gradesheet

Year 11 trial examinations will take place between Monday 10 December 2018 and the end of term. We hope that this timing will allow students, and families, to enjoy the Christmas holidays and that the students will return to school in January with renewed focus and energy.

The **Year 11 report, published in November 2018**, will provide early contact from your son's/daughter's teachers and provide some valuable advice about how to prepare for the trial examinations.

In **January 2019**, you will receive your son's/daughter's trial examination grades and updated forecasts. These can be discussed at the **Year 11 Parents' Evening held on Thursday 7 February 2019**.

Non-Examination Assessment (NEA), more commonly referred to as coursework, continues in many subjects in Year 11. The level of supervision when completing these tasks varies between subjects and ranges from formal supervision (examination conditions) to limited control where students will still have access to internet resources, etc. The relevant Heads of Department will be able to provide you with further information if required.

A calendar showing when Year 11 students will be preparing for or completing NEA tasks is available on the school website (please follow links for Curriculum, then GCSE Options & Coursework). In order to help our students to achieve their full potential, all requests for absence during periods of controlled assessment will be refused, except in the most exceptional of cases.

The following documents, which may be of interest to you, are also available via the school website:

- 'Information for Candidates' document that is distributed by JCQ on behalf of the examination boards, explaining the regulations with regard to non-examination assessment.
- The school's 'Non-examination Assessment' policy and the 'Controlled Assessment and Coursework' policy.

I would also like to draw your attention to the JCQ 'Information for Candidate – Privacy Notice' and the school's 'Public Examination Policy'. These documents are available on the school website (please follow the link for Curriculum, then Examinations).

All Year 11 students will attend an assembly where they will be reminded of the regulations with regard to non-examination assessment.

Access arrangements for public examinations are put in place to allow students with special educational needs, a physical disability, a long-term medical condition, a psychological condition or temporary injury to access the examination or assessment. Examples of access arrangements may include a modified examination paper, extra time, supervised rest breaks or a live voice in a listening examination. In general, these must be applied for and agreed well in advance of an assessment. If you believe that the school should be applying for access arrangements on behalf of your son/daughter and **we are not currently aware of any special educational needs, physical disabilities**, long-term medical or psychological conditions, please contact Mrs Berks immediately by letter or e-mail (e.berks@parmiters.herts.sch.uk).

Special consideration is a post-examination adjustment to a student's mark or grade applied when their performance in an assessment or examination has been adversely affected by an event beyond their control. For example, a temporary illness or injury, an emotional issue, a bereavement or a domestic crisis at the time of the assessment. If your son/daughter has a medical, social or emotional issue, please contact Miss Bliss (k.bliss@parmiters.herts.sch.uk) immediately by letter or e-mail, briefly outlining the necessary details so that we are aware and can offer advice. Please note that special considerations cannot be applied for once an examination season has finished, so if there is an issue affecting your son's/daughter's performance at the time of the examinations it is vital that Miss Bliss is contacted immediately. In consultation with Mr Buchanan, Head of Year 11, and Mrs Berks, Assistant Headteacher, we will then establish whether the criteria for special consideration have been met.

Homework

Your child will have received their homework timetable for this year. Please note that teachers will sometimes set a longer piece of homework which is intended to cover several homework slots; students will be advised of this and all the relevant details will be available on ShowMyHomework.com. The Year 11 homework timetable and the school homework policy are available on the school website. I would encourage you to read the homework policy, which includes a guidance sheet for parents and also guidance for students.

I thank you for taking the time to read this important information and urge you to contact the school if you have any queries or feedback.

Yours sincerely



Mr M Tookey
Assistant Headteacher