

Dear Yr 11 parents/carers,

As we make the final preparations to assess and submit grades for our Yr11 pupils on June 18th, I wanted to draw your attention to some important documents that we have completed, under the guidance and direction from JCQ (the Joint Council for Qualifications).

Attached to this email is the Centre Policy, a document we are required to produce, outlining our policy for awarding Teacher Assessed Grades this summer. This document includes all of the measures we are required to include, as well as the specific measures we have taken as a school to ensure that the grades awarded are consistent, fair and objective. This policy document will also be available to view on our website, under *Exams, Teacher Assessed grades* in the *Policies* section of our website.

In addition to the above information we have produced a PowerPoint **PLEASE INSERT LINK FROM ETHAN HERE**, which clearly outlines the process for the awarding of Teacher Assessed grades. This PowerPoint has also been shared with Yr11 pupils in assembly. Furthermore, we will be publishing Assessment Records for each subject so that you are able to see what evidence has been used to award grades to pupils. These records will be available to view on the website from June 11th, also under *Exams* in the *Policies* section.

Also attached to this email, are two declaration forms, which we will be asking all pupils to sign in school on May 12th. These forms are for your information – we do not require them to be completed at home and brought into school. However, if there is anything you wish to discuss before the pupils sign them, please do not hesitate to contact either Miss Willmot (Head of Year), Mr Roberts (Deputy Head Teacher) or myself.

Yours faithfully

Emma Jordan

Assistant Head Teacher