



Dear Parent / Carer

I am writing to inform you of the process being used to award you son / daughter their Year 11 external examinations this academic year.

Teaching staff are in the process of determining your son / daughter's grades based on their work over Year 10 and 11. This includes:

- Records of their performance on the content they have been taught over the two years both at Larches and their previous school
- Internal assessments and coursework – even if they have not fully completed it
- Work they have produced in class or at home that reflects the requirements of the examination specification
- Any assessment they have completed recently in class.

This will allow for a range of evidence to be used to inform the overall grade.

Teaching staff will inform pupils of the evidence they will be using and this will be kept in school for any appeals process. It is important to note that teachers will be assessing your son/ daughter on a range of evidence, which will then give them an overall picture of performance.

To ensure standardisation teaching staff are also liaising with colleagues in other secondary schools so we can ensure accuracy and fairness.

Once the evidence is collated and overall grades are decided the senior leadership team to ensure consistency and remove any unconscious bias will review these internally.

Please be aware that some pupils may still be required to sit a Functional Skills examination. The statement of entry for your son / daughter is attached.

Year 11 reports will be sent out to you before half term however they will not include a performance grade in line with JCQ guidance as teacher assessed grades cannot be shared with pupils or parents.

Exam results will be issued on Thursday August 12th 2021. We will provide further information about the organisation of this and how we will continue to support your son/ daughter with their post 16 provision.

Whilst we are working hard with examination boards to ensure that the correct grades are issued on results day there will also be an appeals system in place. Information as to the appeals process will be provided on results day.

I am conscious that this has been a difficult and anxious time as a result of the disruption caused by the coronavirus pandemic. If you would like any further support or information, please do get in touch, so that we can arrange an appointment for you to meet with a member of staff.

At this point it is vitally important that your son/ daughter attends school every day and engages with all tasks set by teaching staff as this will ensure they are awarded the Centre Assessed Grades they deserve.

Yours faithfully

C. Mitchell

Christine Mitchell
Headteacher