

30<sup>th</sup> April 2021

Dear Parent/Carer,

I am writing to inform you of the Academy's plans regarding the end of year for our Year 13 students. As you are aware, students are not sitting A Level/BTEC examinations this summer, and this will affect their end date for the academic year (this usually being their last examination). We have made the decision that all timetabled lessons for this year group will end on **Friday 28<sup>th</sup> May**. Below is some further information about this decision.

**My child has missed a lot of school this year because of COVID-19. Why has this date been chosen?**

By May 28<sup>th</sup> students will have completed all of their mini assessments that will help contribute to their final qualification dates, meaning that no further subject teaching is required in order to support this process. However, generating qualification grades is a very time-consuming and important task that will require a significant contribution from teachers, subject leaders and senior members of staff. In order to fully devote our time and resources to this critical task and ensure that all of our students receive an accurate fair grade in all of their subjects, we need to utilise time that would not normally be available to us. By enabling our Year 13 students to finish their year at this time we can devote our efforts to this exceptional activity.

**Will any further support be available after May 28<sup>th</sup>?**

We are committed to ensuring that students continue to receive advice, support and guidance during the final weeks of the academic year so that they are prepared for their next steps. Although timetabled lessons will have ended, from June 7<sup>th</sup> to the 18<sup>th</sup> we will be offering a range of activities on a voluntary basis, including:

- Careers advice and Post-18 options support
- Top-up sessions for students going to College or University which cover core topics that they may require for these next steps, but which could not be delivered due to school closures

**Will my child need to do anything else in order to get their final grades?**

Subject teachers are working with their students to ensure they have all the evidence they require by May 28<sup>th</sup>, but due to the nature of the grade awarding process there may be rare instances where we need to obtain some additional information after this date. As such, please can I ask that you encourage your child to be available at short notice **until June 18<sup>th</sup>**, including checking of their Academy emails regularly and avoiding any extended periods away from home (holidays etc.,) where possible. Furthermore, we would ask that students retain any schoolwork that they have at home, including workbooks, assignments and portfolios, as they may be required as evidence by examination boards.

## **What will happen if my child studies BTEC qualifications?**

BTEC subjects will continue with lessons after the May Half Term until your child has all coursework assignments completed and grades awarded by their subject teachers. If your child is required to attend in Term 6 to complete their coursework, you will be contacted directly by their teacher to inform you of this with details of the days and times to attend.

I hope that you will share my reasoning for this decision and would agree that securing accurate and fair grades for our students is the highest priority in the coming weeks. We will continue to offer support and guidance in any way we can, and we wish all of our students the very best with their next steps.

## **End of Year Assessments**

I would like to take this opportunity to update you on the end of year mini assessments which will be taking place during the weeks beginning Monday 10<sup>th</sup> and Monday 17<sup>th</sup> May. Timetables for all students have now been distributed from the Exams team for these weeks. Please can I ask for your support in ensuring your son/daughter is revising and preparing for these assessments at home. Subject teachers will also be providing additional revision sessions after school during the next two weeks to support.

## **Leavers Celebration**

It is really important that students remain focused on the upcoming end of year mini assessments. Once these assessments have been completed, I will write to you again to share plans for the end of year celebration event which will take place on site to recognise and celebrate students completing Year 13.

I would like to thank you for your patience and support in what has been the most challenging and uncertain year that any of us have experienced. If you have any questions about this matter or require further guidance regarding your child's next steps, please do not hesitate to contact me at the Academy.

Yours faithfully,

Michelle Marshall  
Assistant Principal