



Dear Parent/Carer,

My name is Pete Whitehouse and I am one of the Assistant Heads at The Emmbrook School. My main responsibilities include the assessment, recording and reporting of student progress.

Year 12 is an incredibly important academic year. The first year of Key Stage 5. The step up from GCSE to A-level is a big one and the expectation is that students will hit the ground running. Students should now be confident they are on the right courses and be 100% committed to doing the best they can. They should be engaging with their learning both in and out of the classroom as well as taking advantage of any other opportunities that come their way.

This year we are delighted that every student in year 12 will have an individual staff mentor. This new scheme is designed to offer further support to our students. The work done by students with subject staff and their tutor will now be complimented by the support offered by the mentor.

There are some key aspects to school life which will be fundamental in ensuring that this year is as successful as it can be.

Attendance is crucial. Being in school, being in tutor time as well as lessons means that work will be up to date and key information received. Attendance demonstrates commitment and resilience and is crucial in underpinning academic success.

Punctuality is also very important. Being in the correct place at the correct time also demonstrates commitment as well as organizational skills.

Clearly, if a student is ill, they must stay at home and get better. Work will always be available for them to complete/catch up once they are fit and well again.

This school year will be characterized by study time (lessons, ISP's and homework) and various assessment windows. The assessment windows are designed to serve a number of purposes:

- 1) Allow students and teachers to gauge an accurate snap shot of current performance
- 2) Allow for focused analysis as to what is going well and what needs further development
- 3) Develops the students exam and assessment skills ready for 'the real thing'
- 4) Allows subject areas to predict grades

In order for you to understand the assessment window for this year group, I have included the key dates in the table below.

Month	Dates (week beginning)	Assessment name	Results available
Oct	31 st Oct	Settling in grade	Late Nov
Feb	6 th Feb	In class formal assessments	Early March
June	19 th June	End of year exams – (formal) run by the exam teams	Mid July

All the preparation needed for the assessment windows will be set via Show My HomeWork and resourced via MS TEAMS. I will be writing to you before each assessment window to outline the key features, timings, support etc.

If you have any questions around the assessment schedule for this academic year, please do not hesitate to contact me at the school.

I wish your child all the very best of luck as they embark on the next exciting step in their educational journey.

Yours faithfully,

P Whitehouse (Assistant Headteacher)