



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 13 is an incredibly important academic year. The final year of school based education. There is much work to be done and many key decisions to be made. As well as focusing all their efforts on their studies, students will be in the process of choosing their Post 18 progression options. Whether this be UCAS applications, apprenticeship applications or entering the world of work, this year will be very significant for all our students. Mr Constable, his tutor team and the careers advisor will be working with the students to help them navigate through the myriad of options and support them with applications.

There are some key aspects to school life which will be fundamental in ensuring that, when the students have chosen their desired next steps, they are in a strong position to make their application.

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. Whichever route is being taken, the school will be required to write a reference. Attendance demonstrates commitment and resilience and is crucial in underpinning any reference we are required to write.

Punctuality is also very important. Being in the correct place at the correct time also demonstrates commitment as well as organizational skills. It is very hard for tutors to write references for students who attend form time late!

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, ISPs 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
Nov	14 th Nov	First set of PPE's - formal (exams teams)	Mid Dec
Mar	6 th Mar	Second set of PPE's - formal (exams teams)	Mid April
May-June	TBC	Final terminal public exams	August - TBC

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 (with the exception of the UCAS boosters) 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 their final year of school education.

Yours faithfully,

P Whitehouse (Assistant Headteacher)