



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.

I am delighted with how well Year 9 have returned to us this year. I would like to thank you for helping to organise them, ensure that they have the correct equipment and uniform and making sure that they arrive to us on time. They have approached the start of this year with determination, excitement and perseverance, and I am particularly impressed with how well settled they seem already. It is important that they now continue to approach the year in a positive and determined manner, remaining focused, being attentive in class and completing, to the best of their ability, all work set.

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, both essential for success.

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 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

The students will be assessed a number of times by each subject. These assessments will be set and run by each department and preparatory work set accordingly. There are two formal assessment points scheduled throughout the year. 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
Jan	4th Jan	All subjects - in class assessments	Early Feb
May	22 nd May	core only in class assessments	Early 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. We track progress through key stage 3 using a metric called 'progress indicators'. More of this will be explained in my next communication around assessment.

Year 9 is the year when students 'opt' for their Key Stage 4 subject choices. More information will be distributed closer to the time to inform you how the process works. Miss Cairns and the tutor team will work with the students to ensure they are fully prepared and equipped to make appropriate choices. The date for the option choice process falls in term 2 and so the assessment window scheduled for the beginning of that term will provide really useful information to help students decide.

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)