



The Astley Cooper School

Part of the East Dacorum Co-operative Learning Trust

23 April 2021

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Dear Parent/ Carer,

Headteacher: Edward Gaynor

I hope you and your families are well. The four week assessment window is due to start and your child will have received a copy of their timetable. I have attached the schedule here for you to review again. All students are expected to wear face masks during their assessments. Please remind your child of the importance of being on time for their assessments, especially the ones in the morning with an arrival time of 8:30 am.

If there are any circumstances that prevent your child from being on time or present, such as an emergency, or any other special consideration, please let us know as soon as you can. We want to ensure fairness for all students; however, we will not accept any non-emergency reasons for lateness to assessments or absences.

During this time, we want our students to fully take advantage of the opportunity to show off their knowledge, and to make full use of their time in lessons. When they have completed their assessments in their respective subjects, they are allowed to use that class time to study for future assessments. Please ensure your child is prepared to bring the right revision material to study, so that they take advantage of the remaining time we have with them in school.

We aim to finish the assessments by Friday 21 May. After the last science assessment, students will be allowed to go home, unless they have been told otherwise. On that day, full uniform is expected and the school routines and rules still apply.

Year 11 students will have a dedicated time for their leavers' assembly on 27 May. More information will come from Mr Stevenson on these events.

If your child has completed all their assessments during the assessment window, they do not need to be in school until their leavers' day. However, if we require more evidence or for students to catch up, we reserve the right to ask students to return to school between 24 - 26 May, and between 7 - 9 June.

In due course, we will release our centre policy and evidence guide on the school website so that you can see the process behind the determination of your child's grades.

If there are any questions about the above, please feel free to contact me at m.siu@astleycooper.herts.sch.uk.

Yours sincerely,

Mr M Siu
Assistant Headteacher
Assessment and Data

