



Aston Manor Academy

All different • All equal • All achieving

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HEADTEACHER: JILL SWEENEY



23rd March 2021

Dear Parents and Carers,

Following on from our previous letter about assessments for Year 11 and 13 on Friday 12th March, we'd like to give you some more detailed information about our plans at Aston Manor Academy.

Internal Assessment Window and Easter Revision Classes

You will see enclosed in this letter a timetable for your child as to when they will sit internal assessments during our assessment window, starting 26th April, and a timetable of revision classes that students can attend to help prepare for these assessments over the Easter break. As stated before, students studying subjects that are mainly coursework based will continue to work on their coursework during the assessment window. Assessments taken in this window will not be the only evidence used by the school in calculating your child's grade, it will of course be an important indicator of their progress. The significant majority of assessments will be conducted in classrooms and supervised by teaching staff or invigilators. Students who normally have additional access arrangements for examinations will have the same arrangements for the assessment window, so will not be disadvantaged.

Each subject area has now stopped delivering new content, students should focus on what they have already been taught. We believe this will give them the opportunity in the upcoming assessments to show their understanding and potential in these areas, rather than having to worry about learning new information. Students have also been given topic lists to help them focus their revision and to make clear which bits of the course are going to be assessed, rather than them trying to learn everything on the specification.

To support students, some face-to-face sessions in school over the Easter Holidays will be delivered. If they are unable to attend in person, students will be able to access all sessions from home via Microsoft Teams. To ensure that sessions are as Covid safe as possible, we will need to be strict on student arrival times and which sessions they attend. **We will not be able to accept students arriving after the allocated start time of the session.** Students will also be expected to sit in a designated seating plan.

Deciding on Student Grades

As a school, we have been putting plans in place to ensure that the teacher assessments will be fair and checked rigorously. We are still awaiting exam board guidance on what their expectations are for this process and what they define as a 'national standard' for each subject. We expect this information to be released before the Easter break and then we can finalise our School Policy for teacher assessments.

What we are certain of is that assessments will be internally moderated and Heads of Department and Senior Leaders will review all the evidence collected for a student to ensure that the grade awarded is appropriate for them. Moreover, examination boards will also externally quality assure our results and, if required, will sample school evidence. If the examination boards are satisfied with the grades we have submitted as a school, then the students will be given this grade.

Therefore, the key message is that whilst it is a teacher assessed grade, it is not solely down to one teacher's judgement or one single assessment.





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We know that Covid-19 has affected all students and families in many different ways. If there are circumstances you haven't made us aware of, please do so as soon as possible. We are confident because we are using a range of evidence about student performance, we will be able to take into account the impact that Covid-19 has had on your child's education.

Appeals and discussion of grades

Students will have the right to appeal their grades. Final details are being drawn up shortly by the DfE, but it is likely to be a 'clerical check' by the centre, to make sure the correct grade for that child has been submitted, followed by an appeal directly to the examination board if the initial outcome is not satisfactory. We also ask parents and students not to contact staff about grades either before, or after, the final 18th June submission date. **Teachers will not be able to discuss grades with students or parents.** Students will be made aware of what work will be used to help evidence their grades.

Internal Assessments and Ramadan

In previous years, we have spoken to parents about Ramadan and examinations. The internal assessments fall within the holy month Ramadan and we remind you that these assessments are an important part of the overall grading process. For those students fasting during the assessment window, we advise them to consider the following to support in performing at their best:

- Ensuring students have a quality and balanced meal during *Suhoor*. This should include slow energy release foods. Avoid fried food, sugary drinks and high caffeine drinks.
- Planning their revision schedule around the day ahead.
- Staying organised so they are not having to rush around in the morning.
- Ensuring that they drink plenty of water between *Iftar* and *Suhoor*. Little and often is the best way to rehydrate.
- Students should get plenty of rest, finding a balance between rest and revision.

We will continue to inform you of any further information, once we have been given further guidance from the examination boards.

Please do not hesitate to contact us or your child's Head of Year (Mrs Oubhie, Year 11 bkoubhie@astonmanoracademy.com or Mrs Kaur, 6th Form hkaur@astonmanoracademy.com) if you have any questions at all.

Yours sincerely,

Mrs J Sweeney

Headteacher

Mr J Forbes

Deputy Headteacher KS4

Mr D Preston

Assistant Headteacher 6th Form

