

29th April 2021

Dear Year 11 students and parents/carers,

Year 11, I want to say thank you and to congratulate you on the way in which you have approached the assessments over the past two weeks. It is really important that you continue to work hard for the remaining assessments. Your resilience and determination will ensure you achieve your personal best.

As you are aware, your teachers will determine your grades, known as TAGs (Teacher Assessed Grades) based on the evidence you have produced during your time at Royds Hall. We will use a wide variety of evidence and each piece will be weighted to ensure the grade awarded is reflective of the evidence you have produced. This evidence base and weighting will be given to you by your teachers during the week beginning 3rd May 2021 and will be discussed on a regular basis. If you have any questions or concerns regarding this evidence, please do not hesitate to speak with your teacher. We have already shared with you the importance of the work being your own. If you have missed any assessments or do not have a piece of evidence, we will allow you to complete an additional piece of work.

If you feel the evidence your teachers plan to use is not representative of your knowledge and ability, you will be given the opportunity to make a Representation. This is to make sure you are not disadvantaged in any way as there may be mitigating circumstances that prevented you from producing the work you are capable of in that specific piece of evidence.

Examples of reasons why you may not feel a particular piece of evidence represents your ability and knowledge may include, but is not exclusive to:

1. Illness or absence from school (such as due to Covid-19) on the day the piece of evidence was produced;
2. Periods of illness or absence from school (such as due to Covid-19) prior to the day the piece of evidence was produced;
3. Periods of illness or absence from school (such as due to Covid-19) when the subject of the piece of evidence was taught;
4. Caring for a family member or relative who was ill on the day or around the day the piece of evidence was produced;
5. Bereavement of a family member or close family friend on or around the day the piece of evidence was produced;
6. Known reasonable adjustments, that would be expected to be in place, were not in place when the piece of evidence was produced.



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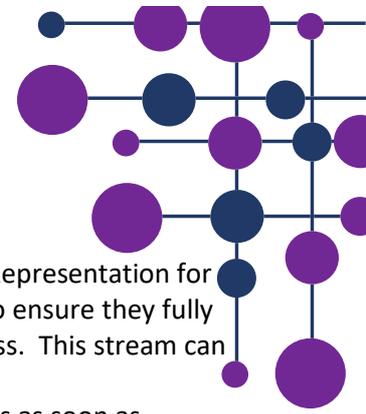


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If you feel you have evidence linked to the points highlighted above (1-6), you can make a Representation for 'special consideration'. All students will receive training in how to make a representation to ensure they fully understand how to do this and they are not disadvantaged by not understanding the process. This stream can be found on the school's website if you wish to watch it again with your parent/carers.

If you feel like you would like to make a Representation, I would encourage you to make this as soon as possible. The deadline for making the Representation is Friday 4th June 2021 and any made after this date will not be considered. The Representation must be made in writing by completing the form 'Student Representation Regarding the Evidence Base' which is included with this letter. There will be a folder in your maths classroom which you can complete during your form period and can be found on the school's website. It should be submitted via email to royds.grades@sharemat.co.uk. If you are completing it during your form lesson, your maths teacher will be able to assist you with submitting the Representation. We will inform parents/carers when a student Representation has been submitted, with the student's consent.

Every Representation submitted by a student will be reviewed by a member of the Senior Leadership Team, including a potential discussion with some or all of the following stakeholders; the student, parent, Head of Department, Teacher, Head of Year 11. We will liaise with your subject teacher and Head of Department and will review the submission. In the majority of cases it is hoped that you will have already had the opportunity to complete an alternative assessment, practical performance or identified sections of NEA allowing you to produce evidence that you feel demonstrates your knowledge and ability.

If the proposed evidence is not suitable to be considered due to the student's circumstances, alternative evidence will be sought to replace the initial evidence. This is to ensure a wide spread of evidence is used to determine the TAG. This is likely to include the sitting of a 'shadow' assessment paper or other appropriate sources of evidence. If the proposed evidence did not include reasonable adjustments that would be expected to be in place, your teacher will take this into consideration in determining the TAG.

Once the alternative evidence or mitigation has been discussed and agreed, it will be submitted to the appointed member of the Senior Leadership team who will check the evidence and liaise with the Headteacher for consideration and review. If approved, you will be informed of the alternative evidence or mitigation to be used. If it is not approved, a further conversation will be held with the you, with Senior Leadership involvement where necessary. Throughout the discussions, we will support and ensure all students are comfortable and in agreement with the evidence that will be considered for their TAGs.

If you have any further questions, please do not hesitate to speak to your teachers, Mr Douglas (anthony.douglas@sharemat.co.uk), Mrs Thompson (joanne.thompson@sharemat.co.uk), or I, Miss Donnelly (julie.donnelly@sharemat.co.uk).

Please continue to look after yourselves and stay safe. I would like to take this opportunity to wish you luck in the remaining assessments.

Yours faithfully,

J Donnelly

Julie Donnelly
Deputy Headteacher