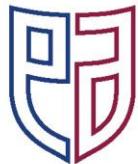


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**East Ayrshire Council**

Comhairle Siòrrachd Àir an Ear

**Grange Academy**

**Head Teacher: Mr Robert Johnston**

Email: [robert.johnston@eastayrshire.org.uk](mailto:robert.johnston@eastayrshire.org.uk)

28<sup>th</sup> April 2021

Dear S4-6 pupils,

**Preparation and Support for Senior Phase Assessments**

Well done for the progress you've made since returning to campus. We're proud of you!

Within the next fortnight, you will receive another report. It will be a tracking report on which your teachers will update (where appropriate) your Working Grades and your ratings for effort, behaviour and homework. These will not be your final results; they are just an opportunity to update you and your parents/carers if anything has changed since your return to campus. The report with your final grades on it will be issued on the 18<sup>th</sup> June.

You will also shortly receive paper copies of the updated calendar of assessments. In advance of that, here is some additional information regarding plans for 7<sup>th</sup> of May and beyond.

**On Days I Have No Assessments**

***On days that I don't have any assessments, do I have to come into school?***

This is your choice. Some of you find it tricky to concentrate at home; in that case, you're welcome to be on campus as much as you like, following your normal timetable. Others are the opposite and find it much easier to concentrate at home; in that case, it's fine to come in for assessments only. Some of you may prefer a mixture of the two. In short, whatever you will find most helpful is what you should do.

***If I come into school to study, where do I go?***

As above, please follow your normal timetable. Please go straight to class and do not gather in The Street, the Science Labs or the library outwith normal intervals and lunchtimes.

***If I come into school to study, does that mean I have to stay for the whole day?***

No. You are free to organise your study in the way that works best for you. However, you must keep your parents and carers informed of where you are at all times.

***If I'm following my normal timetable, does that mean classes are continuing?***

No. Your teachers know that if you're choosing to come into school, it's because you are looking for a quiet place to study or are coming in to ask for help with a specific topic or skill. They will respond to what you ask for.

As an additional support to you, please note that teachers are aware that, for example, although you may be in a Maths classroom, you could be choosing to focus on Chemistry.

Please note that due to Covid restrictions, some of the following classes are entitled to more time on their practical coursework: PE, Design and Manufacture and Graphic Communication. These slots will be indicated in the updated calendar to help you plan your time.

## **On Days I Have Assessments**

### ***I have Additional Support Needs which involve a concession (for example, scribe, digital paper, extra time etc.) so what do I do on assessment days?***

Ms. Reid (PT ASN) will make sure you receive your own personalised calendar which will show your individual timings and room numbers. Ten minutes before your assessments, please meet Ms. Reid in the open area outside the library. (You access this by going up the stairs at PE.)

### ***When should I arrive at the Assembly Hall?***

Ten minutes before the start of the paper. Wait outside until you are called in. Please enter in silence because another assessment may be underway.

### ***In the Assembly Hall, where do I leave my bag and phone?***

Please switch your phone off before you enter the hall and put it in your bag. Keep your bag (closed) underneath your desk.

### ***How will I know my seat number?***

There will be lots of posters on the walls in The Street for you to refer to. Only sit in the seat allocated to you.

### ***Do I have to wear a face covering?***

Yes, unless you are medically exempt.

### ***On days when I have an assessment, can I go straight home after it?***

Yes, but keep your parents and carers informed of where you are. You are also welcome to stay on campus, following your normal timetable.

### ***Why did the assessments move from classrooms to the Assembly Hall?***

This is partly because the Covid restrictions have changed since we gave you the previous calendar. Also, this was a popular request! (Many of you seem more comfortable with the Assembly Hall for various reasons.) And finally, using the hall instead of classrooms frees up all your teachers to be available in their classrooms for those of you who wish to study in school instead of at home. This maximises the amount of quality time teachers can give to support you.

## **Information for School Leavers**

### ***I am in S6. When is my last day?***

Once your teachers have confirmed with you that you have completed everything, you no longer need to attend. Remember that some practical assessments, such as PE, may continue into June.

### ***Are there any S6 leaver events taking place this year?***

We will write to you about this separately. We are trying our best to consider safe ways in which to celebrate your year group within Covid restrictions.

### ***I receive the (EMA) Educational Maintenance Allowance. When is my final payment?***

Your payments will continue to the end of the school term, regardless of when your final assessment is.

### ***I have a question not covered in this letter. Who should I speak with?***

*About a particular subject:* your class teacher or the Principal Teacher of the Department.

*About your overall progress, feelings, or plans:* your House Team (Guidance teacher and House Head).

*About SQA processes:* Miss MacKinnon.