

ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, M.Ed, B.Ed(Hons), NPQH

30 September 2024

Dear Family



Ref: Important Information Regarding Upcoming Exams and Key Dates

I am writing to communicate key information and dates relating to the exams your child will complete this academic year as a student who will be completing Functional Skills qualifications. We want to provide you with essential details about the assessments, the grading process, available pathways for students, and how we will keep you informed throughout.

Below is a comprehensive timeline and key information for you and your child as you prepare for this important time.

Predicting Grades and Pathways for Students

Predicted Grades: We will use a combination of class performance, GL assessments, mock exam results, and coursework to determine the level of exam you child will take this year. These predictions are based on teacher assessments and historical data to give a realistic picture of your child's potential outcome.

Pathways Available: Depending on your child's predicted grades, the following pathways may be available:

- **Further education:** College or university entry requirements will be based on these final grades.
- **Supported Internships:** For students looking to pursue technical or hands-on careers, we offer advice on our Supported Internship offer.
- **Resits and Retakes:** Students who do not achieve the required grades will have opportunities to resit specific exams.

Timeline of Key Dates

Date	Event
[02.12.2024]	Mock exams begin for Functional Skills exams
[31.03.2025]	Functional Skills Exam access arrangement applications deadline
[12.05.2024]	Functional Skills commence
[16.05.2024]	Functional Skills exams end
[Date TBC]	Functional Skills Results day (Grades issued to students)
[Date TBC]	Functional Skills Resit applications deadline
[Date TBC]	Functional Skills Resit exams take place

Access Arrangements

As your child has specific learning needs or medical conditions, they will qualify for exam access arrangements such as additional time, assistive technology, or alternative formats. Please contact Ellen-Rose Galvin (om@abbotsleaschool.co.uk) by 31.03.2025 if you want to discuss your child's access arrangements. Please be assured that reasonable adjustments will be in place to support your child when taking their exams, and any requirements set out in the EHCP will be adhered to.

Communication with Families

We are committed to keeping you informed at every stage. Here is how we will stay in touch:

- **Email notifications** with exam timetables, key dates, and important updates.
- **Progress reports** following mock exams and assessments.
- **Parent-Teacher meetings** to discuss your child's progress and any concerns.

Feel free to reach out at any time if you have questions or concerns.

Resits and Remarks

If your child is unhappy with their exam results, they have the following options:

- **Resits:** If your child needs to resit any exams, the resit period will be before the summer

Key Contacts

Here are the key staff members who will be supporting your child during this period:

- **Class Teacher:**
- **Assistant Headteacher:** Ryan Mason (secondary@abbotsleaschool.co.uk)
- **Exams Officer:** Ellen-Rose Galvin (om@abbotsleaschool.co.uk)

Please contact any of the above contacts for queries regarding exam logistics, timetables, and results.

Thank you for your continued support. We know this can be a stressful time for both students and families, and we are here to provide guidance every step of the way. If you have any questions, please do not hesitate to contact us.

Yours sincerely,
Mrs E Tobin
Deputy Headteacher