



Dear Parents/Carers,

Re: Internal Assessments – week commencing Monday 19th April

I am writing to inform you of the arrangements for the upcoming internal assessments, which will take place the week commencing the 19th April. These assessments will follow a similar format to those already undertaken by students in March. However, they will be conducted in school, using classrooms, following the timetable as below:

	Monday	Tuesday	Wednesday	Thursday	Friday
08:55 – 10:55	Study Leave	History	Economics	Maths	Further Maths
		Geography			
11:00 – 13:00		Sociology	Physics	Chemistry	Biology
13:30 – 15:30		Psychology	Phil & Ethics	Prod Design	Financial Studies

There are a number of key points that I would like to draw your attention to:

- Assessments will be held in school under ‘exam style’ conditions (no mobile phones, in silence etc.)
- Your son/daughter will need to ensure they arrive promptly and fully equipped for each assessment.
- Assessments will be no longer than 1hr 30mins in length. If your child has access arrangements such as extra time, they have access to these and will be encouraged to use them.
- Lessons will not take place during the assessment window from Monday 19th April until Friday 23rd April. This is to allow students to focus on their revision and preparation for assessments.
- Students will be on study leave on Monday 19th April.
- If your child has a clash or multiple subjects in one day, arrangements can be made via Mr Base, (Head of Sixth Form) to allow your son/daughter to sit an assessment on an alternate day. Please note this is at the school’s discretion.

These assessments are once again important as they will allow students to demonstrate their current knowledge and understanding and contribute towards the decision making process for grades awarded by teachers. To help their preparation over Easter, I also attach a full list of revision topics for each subject.

If your child has to isolate, or is too ill to attend school, please let us know at your earliest possible convenience. Alternative arrangements will be made and your child will not be unfairly disadvantaged.

If you have any further questions, please contact me via email, martin.emsley@verulam.herts.sch.uk

Yours Sincerely,

Mr M Emsley
Acting Deputy Headteacher