



HECKMONDWIKE GRAMMAR SIXTH FORM

RGT/JDN

21 April 2021

Dear Year 13 Students, Parents & Carers,

Before I begin, can I apologise for the length of this letter. Whilst it is long, it does contain important information for Year 13 students and parents regarding the final arrangements for the year. You have also been sent a declaration form that I refer to further on in this communication. Students will also be issued with their final timetable and seat numbers.

The areas discussed in this letter will be as follows

- A 'level Grades
- Special Consideration
- Results Day and Appeals
- Celebration events

A 'level Grades

Following on from the release of the JCQ guidance on A 'level grades we are now in a position to give you further information on how grades will be awarded this year.

Firstly, they are now being called Teacher Assessed Grades (TAGs), rather than Centre Assessed Grades (CAGs), whilst this is not especially relevant with regards to how they will be decided, it is important that you know that the acronym has changed and from now on they will be referred to as TAGs not CAGs.

Secondly, I am pleased to report that the JCQ guidance released as we started our Easter break was very much aligned with the plans that we had previously communicated with you. By this we mean that how we are required to generate the TAGs is pretty much exactly how we planned to do it. The only additions are in relation to some small admin requirements every school is obliged to have in place according to the TAGs Centre Policy Document, more of this below.

We need to inform all students what evidence is going to be used to generate their TAGs and this information will go live on our website on 30 April, and you can access it via the following link <https://www.heckgrammar.co.uk/students/examinations/teacher-assessed-grades-information> .

Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH
Tel: 01924 402202 | Fax: 01924 418318 | Email: office@heckgrammar.co.uk | www.heckgrammar.co.uk
Headteacher: Mr P Roberts

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On this website page you find all the information that students and parents need to understand the TAG process including:

- Centre Policy Document
- Malpractice Policy
- JCQ Guidance for Students, Parents & Guardians Summer 2021
- Details for Special Consideration

It is crucial that all students and parents take the time to read the documentation. Once students have had the opportunity to look through the information they will be required to complete a declaration and an authentication form to confirm they have read this information and understood its content as well confirming that all work they have produced is their own. The form will be given to students in one of their assessments towards the back end of the cycle to allow them as much time as possible to read the information on the website. For their early perusal, a blank copy of the declaration form has been sent to you along with this letter. This is for your information only, please do not return this form – it will be distributed by staff at the end of one of the assessments. If you have any questions regarding this form, its contents, or any of the documents on the website regarding TAGs please do not hesitate to contact us.

Special Consideration

Every year there is an opportunity for parents and students to inform school of any circumstances that we should be aware of that may impact upon a student's performance in an exam series. This year is, of course, no different and is usually described thus:

- Are there any mitigating circumstances to be considered that may have caused disruption to a student's Teaching & Learning e.g. illness or personal circumstances?

Due to the global situation there is an extra aspect that you may consider, and it comes under the heading "COVID related disruption" and refers to the following:

- Did the student face additional disruption to their Teaching & Learning as a result of COVID-19 in comparison to their class peers

If you think your child may need special consideration under either of these situations please send an email to exams@heckgrammar.co.uk outlining the circumstances. Please put "Special Consideration: student name" as the subject title of the email. The deadline for this to occur is 20 May at 9.00am. Any relevant information will then be taken into consideration before TAG decisions are finalised. If we require any further information with regards to the special consideration we will contact you via return of email.

Results Day and Appeals

As you will be aware the results days usually towards the back end of August and spanning two different weeks, have been changed for this year. A 'level results will be distributed on 10 August, and GCSE's on 12 August. Further details about what will happen on these days and the appeals process will be given out in due course.

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Celebration Events

As you will be aware, final assessments for Year 13 students commence on Monday 26th April. Lessons will continue on each subject until the assessment for that subject has taken place. Students are expected to attend all timetabled lessons unless they are in an examination. Where an exam takes place in an afternoon, students may take study leave on that morning to allow them to focus on their assessment.

On the day of their final exam, students should complete their book return. Each student has been emailed a form to complete. They should hand this form, along with any school text books and their locker key and fob to Mrs Sheard.

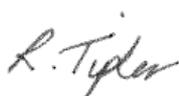
On Monday 17th May, the leavers' celebration event will take place in school. This will, as is traditional, be a fancy dress event, with donations of £1 per student collected for the sixth form charity, The Moonlight Trust. Students should pay their donation to Miss Grimes in the Jo Cox Centre in advance of the day. There will be a staggered arrival to the event and students will be given an arrival time which will ensure social distancing is possible on arrival.

The first students will start to arrive at 10am, with the leavers' assembly starting at 11.15am. The event will end no later than 1.15pm, and students will then be free to leave. We ask that all students ensure they have left the site by 2pm.

Finally, lockdown permitting, the Year 11 Prom will take place on Saturday 17 July at the Holiday Inn, Clifton. Further details of this will be shared as they become available, however we recommend that students do not make any purchases or bookings related to this until the government announcement in June confirms the easing of lockdown measures.

Once again, I apologise for the length of the letter but as you will appreciate we have had a lot of important information to give out.

Yours faithfully,



Richard Tipler
Deputy Headteacher