

25th February 2021

Dear year 11 student and parent,

We are reopening the school to year 11 students on 8th March alongside the sixth form as these are the year groups that clearly need the most in class lesson time. You will receive separate communication from the school about testing which will take place starting next week. We will also communicate the start time for Monday 8th March. From 8th March, we will revert back to the timetable before lock down.

We will have a parent / student online webinar with Mr Cozier and I on Monday 1st March 7 pm, invites will follow, and the meeting will be recorded and shared. This is part of our consultation with parents and students.

The most urgent questions you will no doubt have are:

1. The rescheduling of the 'mocks 2' exams. Our current proposal (subject to consultation with staff, students and parents) is that these will begin on Tuesday 4th May 2021, the third week back after the holidays. As there are no full sets of compulsory national examinations this May / June, any assessments we put in place will not be mocks. Rather they will be final assessments, which take place in exam conditions in the hall that will form part of the overall grade the school will award you.
2. The methodology used to assign 'centre assessed grades' or CAGs. Below is a summary of the school methodology. Subjects will finalise their individual methods of following these guidelines shortly and we will publish this on the website.

The vast majority of you have been working amazingly hard and many of you have been doing so in spite of a huge amount of pressure, uncertainty and other difficulties. Please always bear in mind that we will do everything we can to ensure fairness and to support you through this difficult time. Some might think that doing exams is an extra stress but we strongly believe that exams are the best and fairest way to show your hard work, knowledge and skills. You can be sure that you deserve the grades you receive at the end of this process every bit as much as those year groups that sat final GCSEs in the normal way. Good luck everyone, stay focussed and take care of your mental health!

Yours faithfully,

A Hartley
Assistant Headteacher

Highgate Wood School Student Council supports individual action to address the issues of Climate Change and promotes the United Nations top 10 recommendations.



5-minute
showers



Drive
less



Lights
off



Local
produce



Recycle



Meat-free
meals



Zero-waste
fashion



Unplug



Refill and
reuse



Bring your
own bag

These are a few additional questions that many will have which I have answered in Q and A form:

Question	Answer
1 What will be in these final assessments?	These assessments can cover content and skills from the whole course but will not cover any area that the exam board has deemed should not form a part of the course in these exceptional times.
2 What if I do really badly in these assessments?	You will have had other opportunities for further assessments prior to the final assessments that are also used in assigning CAGs (especially the December mocks). If your teacher feels your final assessment / December mocks do not show your knowledge and understanding adequately then this will be discussed in the final meeting in which grades are assigned and this view and the evidence will form a part of assigning grades. Remember – all your work can count!
3 Will my Access Arrangements be in place?	Yes, any student entitled to extra time, use of laptop, quieter area, rest breaks etc. will have these in place during these assessments. In fact, it is easier for us to facilitate these when using the exam hall than when you sit assessments in the classroom.
4 What if I am unwell and miss an exam?	There will be times for catch up assessments <u>for students who can provide a doctor's note</u> . If these catch-up assessments are not attended then we will get advice from the exam board as to what further consideration we can make.
5 Are these assessments worth a certain percentage of my grade?	No but subjects will assign weightings to different components/assessments of the course to determine the initial data set from which we assign grades. Any assessments in exam conditions are an important part of the overall data we use to allocate grades. We have never based predicted grades solely on one set of assessments and last year we did not base our Centre Assessed Grades on the Year 11 mocks alone. This is one of the reasons that, during this period of school closure, we have asked that you continue to attend all your lessons, submit homework and assessments as requested by your teachers.
6 When will school finish for Year 11?	School will finish (except for any medically sanctioned re-sit exams) at the end of the summer half term. The last school day is Friday 28 th May. This is the same as it would have been normally with study leave scheduled to start then.
7 Will there be extra sessions after school and at weekends / Easter holiday?	Yes, departments will be running some intervention sessions either during the school day or after school/at weekends/during the Easter holiday. The latest schedule is on the school website: https://hws.haringey.sch.uk/students/exam-resources/exam-specifications/
8 What celebration events are planned?	We hope this year to have dress up day / shirt signing on Friday 28 th May. We are looking into whether any form of celebration evening is possible though this still looks unlikely.

Year 11 Centre assessed grades methodology

This information is changeable depending on government instructions.

Principles

Highgate Wood school want the process of determining centre assessed grades (CAGs or whatever the government calls them this year) to be as clear and transparent as possible. Students, parents and also teachers need to try to minimise stress at this uncertain time. Our mantra is – business as usual – imagine you are about to do your actual GCSEs in late May / early June and prepare for this. The school is not allowed to share data with students or parents prior to the awarding of grades by the exam board.

The overall school procedure will be as follows:

1. Each department have decided on the evidence (such as assessment results) that they will use to form an overall mark as well as their weighting.
2. All the students in the year group studying that subject will be ranked from highest mark to lowest mark.
3. The Head of Department (HOD) will form an initial draft set of grades based on the following criteria:
 - a. Start with a view as to what outcomes have typically been obtained in the past in that subject.
 - b. Moderate 3a with regards to the prior attainment and effort shown by the cohort.
 - c. Further moderate by looking at the performance of the cohort in relation to grades obtained in the mocks according to the exam board grade boundaries.
4. Once the draft grades have been formulated this information is shared with the line manager and the key stage 4 lead (Mr Hartley).
5. A meeting will take place (possibly online) with all the year 11 class teachers for that subject, the line manager and the key stage 4 lead to have a professional conversation about the draft grades.
6. This meeting will finalise the grades that the school will award. In the meeting teachers or SLT can suggest rearrangement of the ranking and / or reconsidering of the grade boundaries based on the following criteria:
 - a. A student has shown that they have made rapid progress recently and that the initial aggregate mark has disadvantaged them. This would likely show if the latest exam mark was significantly better than the other exam marks and / or rank order.
 - b. A range of indicators show that the student was performing at a significantly higher level than the data shows. For instance, classroom or homework tasks show a significantly higher level of attainment than the aggregate mark indicated.
 - c. There is some other reason, including special circumstances, which should lead to a higher grade / rank order being assigned. This will be strictly aligned with exam board rules on this matter and might have to be sanctioned by the exam board.
7. The grades will then be checked and approved by the head of centre (Mr Cozier) and submitted to the exam board for whatever moderation process is in place.