



# Notley High School & Braintree Sixth Form

Mr R James, Deputy CEO & Executive Headteacher  
Dr C Cusick, Head of School



20 May 2021

Dear Parents/Carers

We appreciate this year has been disrupted for the students, but we have been pleased with their response to taking their GCSE and vocational assessments. The majority have shown resilience and determination to apply themselves in challenging circumstances. Hopefully, this will result in grades that reflect the work they have done. It will also stand them in good stead for the future, when they reflect on how they have adapted to different expectations with a successful outcome.

On Wednesday afternoon, staff from the Bridge Academy Trust schools met to quality assure the assessed grades. Based on the initial discussions, we are confident of the process that we put in place and that the assessment grades are accurate.

The next stage of the process will involve teachers identifying individual students who will either benefit from resitting some assessments or completing assessments to ensure we have sufficient evidence to submit a grade to the examination board. This process will be completed during the next few days and students will be informed when the assessments will take place.

Therefore, we have made the decision to allow students to complete private study at home from Monday 24 May 2021, except for those who are requested to attend school at specific times. Students will be informed by their teachers as soon as possible if they are required to sit additional assessments. Students must assume they may be required to take an additional assessment in any subject and plan their revision accordingly. The official leaving date is still Friday 11 June 2021.

## Welfare Checking

The school has a legal duty to ensure all students are safe until the students come off role. To fulfil this duty, tutors will be in telephone contact with students each week, using the telephone numbers we hold. If your contact numbers have changed, we would be grateful if you could inform the school, so we are able to successfully make contact with all students.

To celebrate the last non-lesson day on Friday 21 May 2021, we have arranged a "Leavers Assembly" and whole year group photograph and students will have the opportunity to participate in the traditional 'shirt signing', if they wish. They should bring their own pen.

Students should arrive at school no earlier than 9am, in full school uniform, and make their way to the tennis courts, where they will be met by their tutors in their usual fire drill positions. If students travel by school bus or taxi, they will be allowed to arrive at school at their usual time and wait in the Food Hall until 9am. Any student who is not in correct uniform will not be able to be in the school photograph. All students will be asked to leave the school site by 11am. If you would like us to supervise your child until the end of the school day, please email [enquiries@notleyhigh.com](mailto:enquiries@notleyhigh.com).

Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex CM7 1WY

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## Student Declaration Sheet and Adverse Circumstances

As part of the GCSE assessment process, all students need to have signed a Student Declaration Sheet to confirm that any work submitted towards their final grades is their own work. Most students will have signed the sheet today during their Maths lesson.

It is extremely important that all students have signed the sheet. If your child did not sign the sheet today, they will be required to come to school next week to sign the sheet.

It is important that the school is aware of any adverse circumstances that your child may have experienced at the time of an assessment (for example, a bereavement in the family). If this is the case, please provide details via [this link](#)

## Leavers' Permissions

A letter concerning leavers' permissions has recently been sent to all students by Ms Dynowska, Data Protection Officer. It is of benefit for students to complete the GDPR consent form on the following link to give the school permission to complete tasks such as reference requests from future employers or educational institutions. The consent form can be found on the link below and accessed using students' school IT login details:

<https://forms.office.com/Pages/ResponsePage.aspx?id=pGSzktqF0WtMGeWgmb4JjdJEIjEbORJh8QvEMMdeW9UMFIUTkrZOVFYSE1SVDICQkVHOFhDRjAyRS4u>

## Year 11 Celebration Evening

As previously communicated, we are delighted to be able to host a celebration evening for students and staff on Thursday 1 July 2021 from 6pm – 9pm in Braintree Arts Theatre. The cost of the event is £15, which includes a disco, light meal and digital access to all photographs taken on the evening. Payment for the evening can be made via ParentPay and tickets will be issued to students in due course.

## Results Day

Students will receive their GCSE results on Thursday 12 August 2021. A letter with the arrangements for results day will follow in due course.

We look forward to being able to celebrate all of our students' hard work in August and wish them the very best for the next chapter in their lives.

Yours faithfully

Mr J Burge

Mrs S Wallace

Raising Standards Leaders - Year 11

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