



Tring School

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24 April 2020

Dear Year 12 Students, Parents and Carers

We wanted to write to students to outline a few arrangements for the coming weeks and months as we enter further uncertainty around when we will return to school following lockdown. As you will know, your teachers are working incredibly hard to support you at this time, and you should be commended for the way in which you have followed your usual study timetable and engaged with your learning.

Learning Expectations

We would like to remind you of the expectation that you are up and out of bed by 8.30 am each day, ready to start learning by 9.05 am. You should follow your usual timetable and use study periods appropriately. A reminder of our Sixth Form expectation that every student should spend a minimum of 5-6 hours per subject per week outside of lesson times completing homework, additional reading and accessing super-curriculum tasks. In addition to this you should also now be completing research about your futures.

Congratulations for the way in which the vast majority of you have been engaging with your learning; we have been very impressed.

Year 12 Exams

Before the Coronavirus pandemic, we had Year 12 exams scheduled into the timetable for w/c 27 April. We would still like Year 12 exams to run, and for the vast majority of subjects, these will take place in the w/c 18 May. This will give students ample opportunity for revision. These exams will run differently to our usual in-school exams, as they cannot be invigilated in the same way. We ask that parents support the process, encouraging students to complete their exams in as close to exam conditions as possible.

- Mobile phones should be switched off and removed from the room.
- Students will be off timetable for a week and will follow a set exam timetable.
- Teachers will post exam papers on Google classroom at a scheduled time and students will have a set amount of time to complete papers. Those with extra time will be able to take this.
- Teachers will not necessarily be available during this exam time, as they are likely to be teaching other lessons. However, instructions will be made clear prior to the exam.
- Papers will be set differently to allow for the fact that teachers cannot invigilate. Application of knowledge will be checked, and longer answer questions will be central to the assessment.
- Two pieces of software will be used to check students are meeting expectations: Classwork Zoom will check that students have only spent the allocated time on their work, and Originality Checkers will check for plagiarism.

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- When marking, teachers will take into account all of the above. It will be very evident where students have tried to play the system. We are sure that no students will do this as it will only disadvantage them in the long run.

These exams, alongside all other assessments that have taken place across the year, will be used to determine predicted grades moving forwards. Teachers have excellent knowledge of students and their progress, and we do not want any students to worry that their progress will be judged on these exams alone.

An exam timetable and overview document detailing the key areas to revise for each exam will be sent out to you as soon as it is available.

The UCAS timeline is likely to stay broadly the same next year, and this means that all students will need to have a predicted grade submitted by teachers by early October. We do not therefore wish to miss out on any assessment opportunities within Year 12. If students do return prior to the summer break, we would like the focus to be on learning and teaching, rather than having to carry out assessments. There may be some subjects however where this is necessary.

UCAS Process

We would like to welcome Mrs Cait Beck to her role as our new UCAS Coordinator. She will email students in the coming weeks with lots of information, and will also be launching the UCAS process. So whilst students will not meet her directly yet, they will soon get to know her and be able to ask for guidance and support. Her email address is: cbeck@tringschool.org

We intend to launch the UCAS process to students during COOL time on Friday 1 May. The Sixth Form Team will put together the same presentation we give to students every year, albeit in a virtual format. It is imperative that all students engage with this presentation, and there will be a document for all students to complete to show that they are taking ownership over their next steps: whether this is a university application, applying for an apprenticeship, moving into a career or taking a gap year.

Next week we will send out a Google Form to students where we would like them to indicate if they are likely to be:

- Part of our UCAS support group
- Part of our Careers/Apprenticeship support group
- Unsure but likely to join the UCAS group for now
- Unsure but likely to join the Careers/Apprenticeship support group

We will launch both a UCAS and a Careers and Apprenticeships classroom where all documents and videos will be posted and accessible in one place.

Please note that references open with subject teachers on 1 May. Teachers will be completing this over the coming weeks and following this, form tutors will have Google hangouts with students to support the writing of their pastoral reference.

Once we have launched the UCAS process, the following COOL time sessions will cover how to log on to the UCAS website, how to write personal statements, and a range of other guidance around the topic. For Careers and Apprenticeships students, there will be a bespoke programme of guidance, tailored to students' needs.

Many universities are holding virtual open days, a helpful list of these is available here: <https://www.ucas.com/ucas/events/find/scheme/virtual-and-digital?keywords=>

<https://www.unitasterdays.com/search.aspx?LID=true>

Thank you for taking the time to read all of the information included in this letter.

We know that during these unprecedented times there is a lot of pressure on students and families, and we want to reiterate that there is support available for all students. We hope you are accessing the resources available on the Wellbeing website, and we are individually in touch with many of you. However, should you feel you need further support, please do not hesitate to contact us.

Yours faithfully

Mrs S Kay
Head of Sixth Form

Mr C Belony
Head of Year 12

Mrs C Beck
UCAS Coordinator

Miss A Moore
Student Support Manager