



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

30th April 2021

Dear Year 11 Students & Parents/Guardians

Firstly, I would like to thank Year 11 students for the positive attitude since returning to face to face teaching in school. I would also like to thank parents/guardians for your continued support. Please accept my apologies for the length of this letter! As I'm sure you will appreciate, we are adapting to different circumstances this year, so there is a lot of important information I need to share with you.

Qualifications and Grades 2021

As explained in my previous letter, the school must submit grades for students before 18th June in line with the arrangements published by the Department for Education (DFE) and Joint Council for Qualifications (JCQ). We have created a section on the school website called '**Qualifications and Grades 2021**' with relevant information for students and parents. This includes the JCQ Guidance, the School Centre Policy on determining grades for 2021, and other relevant documents.

It is important that students continue to attend regularly, work hard and follow the advice of their teachers. By doing so, students can provide further evidence to support the award of grades in the summer.

Evidence used to determine grades

In the 'Qualifications and Grades 2021' section of the school website, each subject has provided a **Subject Assessment Record**. This shows the key evidence that will be used to determine grades in each subject. If a student has missed a key assessment due to Covid 19-related absence, similar alternative evidence will be used, where it exists.

Quality Assurance of Grades

There will be rigorous quality assurance to ensure that grades submitted are accurate, and that a fair and consistent approach is taken with all students. This will involve **internal standardisation and moderation** by teams of teachers in school. There will also be **external quality assurance, with exam boards checking samples of evidence.**

Confidentiality

Please be aware that **school staff are not allowed to inform students or parents of what grades have been submitted by the school.** Grades will be available on Results Day as usual.

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Results Day

Year 11 Results Day will be on **Thursday 12th August**. Students will be invited into school to collect results one form at a time. The times for each form are as follows;

09.00 11AMC	10.40 11RP
09.20 11CP	11.00 11SE
09.40 11PD	11.20 11TE
10.00: 11PW	11.40 11TM, 11KE & 11 Aspirations

Students should arrive at U Block gate at the allocated time. If a student is unable to collect their results in person, they can request results to be sent via email. Any such requests need to be made in advance by completing the **Email Results Request Form** and returning to the Exams Officer, Mr Sanderson (r.sanderson@bedford.wigan.sch.uk). This form can be found on the school website. Please note that, for data security reasons, results will be sent to the **student's school email address**.

Any results which have not been collected by 1pm on 12th August will be posted to the home address of the student we have on our records. Consequently, it is important to inform us if there is any change of address between now and 12th August.

Appeals

We are confident that students will be given grades in line with the standard of their work, and that no student will be disadvantaged by the cancellation of the exams. However, students will have the right to appeal.

If a student believes that a grade is incorrect, the first stage will be to ask the school to carry out a **Centre Review** to check that an administrative error has not been made. To request this, a student must submit a **Centre Review Request Form** no later than **3 September 2021**.

Following a Centre Review, if a student still believes a grade is incorrect, he/she can request an Appeal to the Exam Board by submitting an **Appeal to the Exam Board Request Form** no later than **10 September 2021**. The school will then send evidence of the student's attainment to the exam board for review. **Any decision to appeal should be considered very carefully. If an exam board decides to change a grade, the original grade could be changed for either a higher or lower grade.**

For data security reasons, requests for a Centre Review or an Appeal to the Exam Board must be sent **from the student's school email address** to r.sanderson@bedford.wigan.sch.uk. All the documents relating to appeals are available on the school website.

Autumn GCSE 're-sits'

The government has indicated that it plans to offer the opportunity for students to sit **GCSE exams in the autumn**, if they wish to improve the grade they have been awarded in the summer. However, dates and details have not yet been provided.

Year 11 Leaving Date

The government has indicated that Year 11 will officially leave school on Friday 25th June. Until that date, it will be compulsory for students to continue to engage with secondary education. However, by May half-term, all work which can be used as evidence to support grades will have been completed. Consequently, from Monday June 7th until Friday 25th June, Year 11 will work remotely from home, either on bridging units provided by colleges, or completing transition work provided by Bedford subject teachers. Some students may be invited in to school at certain times for specific purposes e.g. to complete speaking tests in English. Where this is the case, the subject teacher will inform students and parents/guardians. Also, all Year 11 students are invited to a Leavers' Assembly on 23rd June (see below).

If any student is unable to work from home, and would prefer to use school facilities to study during the period between 7th and 25th June, please contact Mrs Eaton to arrange.

Year 11 Leavers' Assembly

There will be a Year 11 Leavers' Assembly on **Wednesday 23rd June**. Students who wish to attend should arrive at the Year 11 entrance to school at **1.15pm**. The school will provide refreshments in the bistro. There will then be an assembly in U Block Hall from 1.50 to 2.35pm. Students do not need to wear school uniform for this assembly.

Year 11 Graduation Celebration Event

Due to the uncertainties around Covid-19 it has been difficult to plan a Prom in the usual way. However, we will provide an opportunity for a celebration event. Mrs Eaton will provide details in due course.

If you have any questions relating to qualifications and grades, please do not hesitate to get in touch with me.

Yours faithfully



Mr P Shelton (Deputy Head)