

# **STRATHEARN SCHOOL**

## **Parental Information Sheet: AQE Common Assessment**

### **Familiarisation Afternoon – Monday 7 December at 4.15pm**

#### **1. General Information**

- 1.1 Children should bring only:
- ✓ letter of invite to the Familiarisation Afternoon;
  - ✓ the CEA Admission Card provided by AQE which provides proof of identity;
  - ✓ two sharpened pencils and a rubber but no pencil case (use a clear plastic bag)
- 1.2 Children do not have to wear school uniform; comfortable clothes are recommended but no sports tops please.
- 1.3 Water will be made available in the test room and children should not bring food or drink (except for medical reasons and by prior arrangement) into the test venue.
- 1.4 No mobile phones, digital devices (including smart watches) or wrist watches may be brought into the test room (whether switched off or not).

#### **2. Familiarisation Afternoon**

- 2.1 Please bring your child to Strathearn School for 4.15 pm. Please enter the school at the main Wandsworth Drive entrance where you will be directed to the pupil entrance at the rear of the school. There will be car-parking available however, this is purely for dropping off purposes.  
**Your child will be escorted back to this entrance once the Familiarisation session is over.**  
**This is the entrance and exit the children will use on the morning of the assessments.**
- 2.2 Once your child has entered the school building we ask that you leave the rear carpark and use one of our alternative carparks (accessible from Sydenham Avenue). You are welcome to wait in these carparks for the duration of the Familiarisation session. Please respect social distancing guidelines when waiting on your child.
- 2.3 On arrival at Strathearn your child will be greeted by Senior Staff and pupils. Please note – no adults will be allowed to enter the building.
- 2.4 The children will be escorted to their test room. They will be seated at the desk they will be using for the tests. The invigilators will talk to the children, explaining the procedures for the test and they will be given practice in filling in the first page of the test booklet (they will not be answering any test questions at this time). Arrangements

for the use of toilets, evacuation procedures and how to ask for assistance during the tests will also be explained.

- 2.5 It is envisaged that the Familiarisation session will be over at approximately 4.45 pm. Pupils will be escorted back to the entrance at the rear of the school where parents should be waiting to collect their child.
- 2.6 Staff will be visible at all the above mentioned drop off and collection points so please do not worry if you are unfamiliar with Strathearn site.

## **STRATHEARN SCHOOL**

### **Parental Information Sheet: AQE Common Assessment**

#### **Test Mornings – Saturday 9 January, 16 January, 23 January 2021**

### **3. General Information**

- 3.1 Children should bring only:
  - ✓ the CEA Admission Card provided by AQE which provides proof of identity;
  - ✓ two sharpened pencils and a rubber but no pencil case.
- 3.2 Children do not have to wear school uniform although many do; comfortable clothes are recommended but no sports tops please.
- 3.3 Water will be made available in the test room and children should not bring food or drink (except for medical reasons) into the test venue.
- 3.4 No mobile phones or other digital devices may be brought into the test room (whether switched off or not).
- 3.5 Children must not wear a wristwatch – clocks will be available at the front of all rooms and invigilators will make time announcements every 20 minutes.
- 3.6 Each AQE Assessment lasts for 70 minutes from 10.00am to 11.10am.
- 3.7 If a pupil needs to leave for the toilet they will be escorted there but no extra time will be given.
- 3.8 If a pupil arrives late for the Assessment they may be admitted but no extra time will be given.

### **4. Test Morning**

- 4.1 Parents should bring their children to the ‘drop-off’ area at the rear of the school for 9.30 am. If you are dropping your child off by car, please access school using the front entrance and follow the directions to the rear of the school.  
**Please note, we are using two entrances on the morning of the tests.**  
**Please use the entrance you did for the familiarisation session.**

- 4.2 Once your child has entered the school building we ask that all parents exit the rear carpark. Please ensure you have left the carpark by 10am. Barriers will be in place from that time prohibiting vehicle access.
- 4.3 Children will be escorted to the test rooms where they will be seated at the same desk as on the Familiarisation afternoon. The invigilators will then talk to the children, explaining again the procedures for the test. Arrangements for the use of toilets, evacuation procedures and how to ask for assistance during the tests will also be explained.
- 4.4 The test will begin at 10.00 am and finish at 11.10 am. The children will have blank paper available for rough work.
- 4.5 At the end of the test the children will leave behind everything on which they have written, including any rough work. They will be escorted out of each test room by pupils and staff. The children should be collected from the entrance at the rear of the school at approximately 11.15 am.  
**This is the same collection point that was used for the Familiarisation session.**
- 4.5 Similar to the Familiarisation session, car parks accessible from Sydenham Avenue will be available to use when collecting your child. We do recommend that if you are able to collect your child on foot, you do, as parking will be limited.
- 4.6 If you do avail of these car parks can we please remind you that at no point should you exit your car and walk round to the front of the school. All access to the front of school, both pedestrian and vehicular is prohibited from 10am until 11.25am.
- 4.7 If your child is ill and cannot attend please ring the school on 028 9047 4685 and leave a message if necessary.

***Thank you for your assistance with these matters.***