



GL Assessment Saturday 12th November 2022

Key points of information from familiarisation session for parents and pupils, particularly for the attention of any parent / pupil who was unable to attend.

Parents

- When you come to Loreto Grammar School on the morning of the Assessment you will register your daughter at one of 2 Entrance Points: **Entrance Point A (canteen) or B (assembly hall)** as indicated on your registration cards.

The entrance points will be clearly signposted.

- Enter and proceed to the desk signposted with the room number in which your daughter will sit the assessment. (Room number is on registration card)
- Details will be checked by a member of staff, at that point you will follow the exit sign and your daughter will be escorted by a senior pupil to her assessment location.
- Your *daughter* will be taken to the room indicated on *her* card where *she* will take the assessment along with other children from her Primary school and/or neighbouring Primary schools. Staff will be in the room to help all pupils settle before the Assessment begins.
- You have been given two Information Cards. The **first** one we will take as you **register (your daughter will hold onto this card)**- the **second** one is for you to hold, to bring with you when you **collect** your daughter. You will collect your child using your second Information Card at the same point. The details on the card will be checked again by the member of staff.
- It is important that your *daughter* arrives between 8:30am-9:00am as designated on the Information Card.

Reminder:

The school gates will remain closed once all pupils have been registered until the assessment is completed.

To pupils;

- There is no need to bring anything with you - all stationery, such as pencils, erasers, sheets of blank paper, etc. will be provided. All rooms will be laid out the same. There will be no more than 20 pupils in one room.
- Rulers are NOT allowed.
- Do not bring a calculator, mobile phone, iPod, MP3/4 Player, iWatch or any products with an Electronic Communication/ Storage Device or Digital Facility into the centre / school on the day of the Assessment. **Do not bring a watch**, there will be a clock in the room. You do not need to worry about the time, the invigilator will remind you at intervals of the amount of time you have left.
 - Please wear your school uniform.
 - **Please bring your own break time snacks and a water bottle in a clear bag. Do NOT bring any food containing nuts.**
 - Your breaktime snack will be kept under the desk during the assessment.
 - You will remain in your designated room during breaktime.
 - You may bring your own tissues and sanitiser.
 - Staff and senior pupils will greet you and help you settle in before the assessment.
 - There will be 2 invigilators stationed in each room.
 - A card with your name on it will be placed on the table and so you will know which seat and table to go to when you come into your room. The staff will help you find the seat and desk allocated to you.
 - If you need to go to the toilet or if you feel unwell, inform a member of staff. Toilet breaks will be arranged for all.

*This is a brief summary of entrance / exit procedures and general information.
If you have any further queries, please contact the school. If your daughter has
queries on the day of the Assessment, staff will be available to support her.*

Thank you

Mrs Cullinan
Principal