

## **SEAG Entrance Assessment 2023 - Expectations of Parents and Pupils on the Days of the SEAG Entrance Assessment**

In order to ensure the safety of pupils and staff during the Entrance Assessment, the Assessment Centre has introduced a series of measures to help create a safer environment. We ask that all pupils and parents take the time to read through these measures and that pupils follow the procedures and expectations carefully.

### **FEELING UNWELL / SELF ISOLATING**

#### **For Parents/Guardians:**

Please **DO NOT** send your son/daughter to the Assessment Centre if:

- he/she has any of the symptoms of COVID-19: high temperature (37.8C or above); a new/continuous cough; or a loss/change in sense of smell/taste;
- he/she is required to self-isolate.

#### **For Pupils:**

- If a pupil is feeling unwell while attending the Assessment Centre, he / she should inform a member of staff immediately and follow the procedures of the Assessment Centre.

### **TRANSPORT, ARRIVAL & DEPARTURE**

- Pupils should enter the Assessment Centre grounds and buildings using the designated entrance(s) and adhere to times indicated for their drop off and pick up.
- Pupils should only bring approved items to the Assessment Centre.
- Parents must not enter the Assessment Centre buildings.

### **ASSESSMENT ROOMS**

- Pupils must follow the instructions of staff at all times.
- Pupils must sit at their designated seat.
- Pupils must not share stationery with others.
- Pupils must respect the personal space of others in the room.

### **USE OF THE TOILETS**

#### **Pupils should:**

- maintain high levels of hygiene – wash hands.
- not congregate or loiter in toilet areas.

### **RESPECTFUL BEHAVIOUR**

#### **Pupils must:**

- respect the personal space of others;
- not spit in the school grounds;
- not cough or sneeze in someone's direction deliberately;

### **HYGIENE**

- Pupils are asked to use soap and water when washing their hands.
- Pupils should exercise good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach.
- Pupils must dispose of litter in the bins provided.

## or “What if” scenarios - a guide for parents / guardians

## What if:

- 1) **my child cannot sit Entrance Assessment Paper 1 on Saturday 11<sup>th</sup> November 2023** because of a Covid related, other illness or other valid reason **but would be able** to sit Entrance Assessment Paper 2 on Saturday 25<sup>th</sup> November 2023?

**1A)** *The parent / guardian should, if possible, inform the Assessment Centre, in writing (e.g. by email), by 2:00pm Friday 10<sup>th</sup> November 2023, that their child cannot sit the Assessment on 11<sup>th</sup> November, outlining the reason for the absence. The parent / guardian should state their intention that their child will be able to sit Entrance Assessment Paper 2 on Saturday 25<sup>th</sup> November 2023.*

**A copy of the email should be sent to [admin@seagni.co.uk](mailto:admin@seagni.co.uk).**

*If the reason for the absence only arises after 2:00pm Friday 10<sup>th</sup> November 2023, the parent / guardian should ring the Assessment Centre later on the Friday OR, if that is not possible, by 9.30am on Saturday 11<sup>th</sup> November 2023, outlining the reason.*

- 2) **my child did sit Entrance Assessment Paper 1 on Saturday 11<sup>th</sup> November 2023 but is unable to sit Entrance Assessment Paper 2 on 25<sup>th</sup> November 2023?**

**2A)** *The parent / guardian should inform the Assessment Centre, in writing (e.g. by email), by 2:00pm Friday 24<sup>th</sup> November 2023 that their child will be absent on 25<sup>th</sup> November 2023 and should outline the reason for the absence. **A copy of the email should be sent to [admin@seagni.co.uk](mailto:admin@seagni.co.uk).***

*If the reason for the absence only arises after 2:00pm Friday 24<sup>th</sup> November 2023, the parent / guardian should ring the Assessment Centre later on the Friday OR, if that is not possible, by 9.30am on Saturday 25<sup>th</sup> November 2023, outlining the reason.*

- 3) **I arrive late at the Assessment Centre?**

**3A)** *Please allow plenty of time for your journey. If you arrive in time for your child to be checked in and settled in his / her room before the Assessment has started, staff at the Assessment Centre will do their best to ensure that your child can take the Assessment. **Pupils cannot be admitted to a room after the Assessment has started.***

- 4) **my child cannot attend on Saturday 11<sup>th</sup> November 2023 and will also not be able to attend on Saturday 25<sup>th</sup> November 2023?**

**4A)** *SEAG will be unable to provide an Assessment for the pupil.*

- 5) **I decide to withdraw my child from the Entrance Assessment?**

**5A)** *A parent / guardian can withdraw their child from the Entrance Assessment at any time. If the decision to withdraw was made during the Registration Period, then the child was withdrawn by logging in to the parent’s dashboard on the SEAG website and clicking on the ‘withdraw’ button. If the decision to withdraw is made after 5pm on Monday 2<sup>nd</sup> October 2023, the parent / guardian should inform the Assessment Centre where the pupil was due to sit the Assessment, in writing (e.g. by email), of the decision to withdraw their child and also email [admin@seagni.co.uk](mailto:admin@seagni.co.uk).*

- 6) **Something unexpected happens e.g. my child sprains their arm close to the Assessment Day but could still sit the Assessment.**

**5A)** *Contact your Assessment Centre to make them aware of the issue, as soon as you can.*

