



October 2022

Dear Parent/Guardian

You have chosen Wallace High School as the venue for your son/daughter to sit the GL Entrance Assessment. It is our intention at Wallace to make this process as smooth and well-organised as is possible. You are asked to read and retain this letter. You have an important role to play, to help us make the assessment process for your child as smooth as possible.

Key Dates

Thursday 27th October 2022- Familiarisation Afternoon

The Wallace High School will run a Familiarisation Afternoon for both the GL Entrance Assessment and the AQE CEA Assessment on Thursday 27th October 2022. Please carefully note the arrangements below as some children are sitting only the GL Entrance Assessment at Wallace, whilst others are sitting the AQE CEA Assessment and the GL Entrance Assessment at Wallace.

Familiarisation Session for children sitting the GL Entrance Assessment only in Wallace

This Familiarisation Session will run from 5:15pm to approximately 5:45pm on 27 October.

Children will be greeted by staff/school prefects at the designated drop off entrance as indicated on their Pupil Information Card and taken to their test venue where they will be registered by their invigilator. Parents will not be permitted in the building. For the purposes of registration, children must bring their Pupil Information Card.

The children will then meet their invigilator. The aim of this session is to put them at their ease, allow them to familiarise themselves with their surroundings, check the comfort and height of desks and chairs and become familiar with emergency evacuation procedures. Your child will leave the building by the same coloured exit as their drop off entrance.

The Familiarisation Session will help highlight any issues; please do not hesitate to contact school following this afternoon if your son/daughter has any concerns or you have further questions. You should do so by contacting the school on 02892 672311 and explaining the nature of your concern.

Familiarisation Session for children sitting the GL Entrance Assessment and the AQE CEA Assessment in Wallace

Your child will already be in the building for the AQE CEA Familiarisation Session on 27 October. The AQE CEA Familiarisation Session will take place immediately before the GL Entrance Assessment Familiarisation Session. Having completed the AQE CEA Familiarisation session, children will then be accompanied by staff/school prefects to their GL Entrance Assessment venue within the school. After their GL Familiarisation Session is complete, at approximately 5:45pm, the children will be accompanied to the exit points, as indicated on your child's GL Information Card, which is enclosed.

(The school will write to parents with final arrangements for the AQE CEA Assessment once AQE has finalised the registration information and sent it to schools.)

Saturday 12th November 2022- GL Entrance Assessments

All children will be asked to register and should bring their Pupil Information Card for this purpose.

The doors to the school will be opened from the allocated times on the card. Registration of all children sitting the GL Entrance Assessment will take place in their test venue by their invigilator.

The roads around school on the mornings of the test will be very busy and so it is advisable that you leave suitable time to drop off your child.

Key information for you to note and bring with you

Enclosed are two Pupil Information Cards. One copy is for you as the parent/guardian, the other copy is for your child. Your child should bring one copy of this card to the Familiarisation Session and then again to the GL Entrance Assessment. You should bring your copy of the Pupil Information Card to Wallace when you are collecting your child from Wallace.

The assessments will be held in three different venues in the school starting at **9:10am** and finishing at approximately **12:10pm** when the children will be escorted from their location to their Exit. We have placed school groups together in these venues.

However, if a child has been granted Access Arrangements, they will be assigned an appropriate room to minimise disturbance to them and others and may therefore not be seated with others from their primary school. The start time for those with Access Arrangements will be **9:00am** and finish at approximately **12:30pm**.

Children are asked to wear school uniform for the Familiarisation Session and the GL Entrance Assessment.

To avoid long queues children have been divided into 3 groups. Each group will have a designated drop off, entrance point and route to their venue/classroom which will be clearly sign posted with school prefects to assist. The details of the drop off entrances is provided on the Pupil Information Card. As a parent/guardian you are requested to drop your child at the designated location between the allocated times on the Information Card and pick them up again after the test. **You will not be allowed entry into the school building. Thank you in advance for your understanding.**

Arrangements for parking

325 young people have been allocated Wallace High School as their GL assessment centre. Parking at the front of the school from the Clonevin Park entrance is limited. The Clonevin entrance gate will be closed to cars entering and leaving from 9:00am to 11:45am on Saturday 12th November 2022. The Clonevin foot gate, Lisnagarvey Drive foot gate and Bellevue Drive foot gate will all remain open for the duration of the assessment.

It is suggested that you familiarise yourself with parking around the school in advance of the assessments. Parking should only be required for a short period of time in adjacent roads and you are asked to be sensitive to the disruption in the area and park in ways which do not annoy or inconvenience our local residents. **We highly recommend if possible that you drop off outside the school grounds and walk your child to their allocated coloured entrance, then move your car and return to the area only for pick up.**

At Wallace, we will do everything we can to help make this as straight forward a process for your child as possible.

Enclosed with this letter are 2 copies of your child's Pupil Information Card, an information sheet with your child's group colour, drop off entrance/pick up exit information and a copy of "Expectations of Parents and Pupils During the PPTC Assessment".

Yours faithfully



Mrs Deborah O'Hare
Principal

Enclosed:

- PPTC Entrance Assessment: Pupil Information Card (pupil copy)
- PPTC Entrance Assessment: Pupil Information Card (parent copy)
- Directions for Drop Off and Pick Up Points
- PPTC Expectations of Parents