



Sacred Heart Grammar School

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Principal: Mr Shane Comer

7th October 2022

Dear Parent/Guardian

RE: Transfer Assessment Registration

I am writing to inform you that all the pupils in your child's Primary School who have registered to sit the GL Entrance Assessment Procedure will, this year, be doing so in:

SACRED HEART GRAMMAR SCHOOL, NEWRY

This school is therefore your **Entrance Assessment Centre** and all further information about the conduct of the Assessment on **Saturday 12th November 2022** (or Saturday 10th December 2022 if the Supplementary Assessment has to be taken instead) will be sent to you by Sacred Heart Grammar School in October.

In order to become a little more familiar with your assigned Assessment Centre you may, if you wish, pay a short visit to this school on **Monday 24th October or Tuesday 25th of October from 4.00pm-5.00pm** to see the following:

- The School Entrance and Foyer
- St Clare's Hall where registration will take place on the morning of the Assessment
- The Sports Hall/classroom where pupils will sit the Assessment
- The location of the pupils' toilets.

Senior students will escort you to the key areas used on the day of the Assessment and the visit will last no longer than 15 - 20 minutes.

Please note that the **Assessment Centre has no bearing at all** upon the choice of school which you will later make.

Please be assured that the five Grammar Schools in this area are co-operating with each other to ensure that the management of the Entrance Assessment Procedure is as smooth as possible; we will all do everything that we can to help and support the children who will be with us on the Assessment Day. Please also find enclosed guidance on Expectations of Parents/Pupils on the day of the Assessment.

If you have any queries, or if there is any information which you need to pass on closer to the time of the Assessment Day, please do not hesitate to contact the school.

Yours sincerely,

S Comer
(Principal)

Expectations of Parents and Pupils on the day of the PPTC 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.
- Pupils should bring a snack and water bottle in clear bag. Snack **MUST** be NUT FREE. These must be kept under the desk during the Assessment.
- Parents must not congregate in groups in areas immediately outside the Assessment Centre.
- Parents must not enter the Assessment Centre buildings.
- Only **ONE** parent should escort their child to and from the Assessment Centre entrance.

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 and use of hand sanitiser;
- 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;
- accept that others may be anxious about COVID-19 and should not do anything deliberately which will increase their anxiety;
- if worn, ensure face coverings are used correctly.

HYGIENE

- Pupils are encouraged to bring and use their own hand sanitiser and tissues to the Assessment Centre.
- 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.