



4th June 2025

Dear Parent/Carer,

As part of the AQA English Language GCSE, all students are required to complete a Spoken Language Endorsement. This is an essential component of the course, and students must complete it in order to receive a final GCSE grade.

Speaking and listening skills are vital for life beyond the classroom. The ability to communicate ideas clearly, speak with confidence, and adapt tone and language to different audiences is essential in further education, in the workplace, and in day-to-day life. We place great value on these skills and want to ensure all students are well-prepared to approach this assessment with confidence and pride.

To support students in preparing for their assessment, we have put in place a tailored programme on **Wednesday 9th and Thursday 10th July**, while our lower school Sports Days (Years 7–9) take place.

In order to facilitate Sports Day, the structure of the school day will temporarily change on these two days. Across the school, students will have Periods 1 and 2 followed by break, as normal, but Period 3 will be followed by lunch, with Periods 4 and 5 taking place after lunch. This allows us to accommodate longer events during the afternoon session.

Wednesday 9th July

- Year 10 students will attend normal lessons in Periods 1 and 2.
- In Period 3, they will take part in two dedicated workshops:
 - One will focus on **memorisation strategies** to help them confidently recall as much of their presentation as possible. This supports fluency and control, which are key assessment criteria, and will also strengthen revision techniques for their Year 11 mock and public exams.
 - The second workshop will develop **presentation skills**, including projection, emphasis, voice, and tone. These skills not only support students to perform well in their assessment, but also build self-assurance when speaking in front of others — an important life skill for interviews, group work, and professional communication.
- Year 10 students will be **dismissed at the start of lunch**, which will be **12:30pm**, to allow time to independently rehearse and refine their presentations.

Thursday 10th July

- Year 10 students will be given a specific one-hour slot by their English teacher to complete their assessment.
- They will only be required to attend school **for their allocated slot**.
- The normal Year 10 timetable will be suspended for the day to allow this.

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Tandridge Learning Trust

Students must attend school in **full uniform** on both days.

If your child is unsure about the time of their Speaking and Listening assessment, please encourage them to speak directly to their English teacher.

All students are expected to return to school as normal on **Friday 11th July**.

Thank you for your support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L. Watts', with a long horizontal flourish extending from the end of the signature.

Leonie Watts

Deputy Headteacher