**LETTER FROM SCHOOL TO PARENTS/GUARDIANS – (SUGGESTED COPY)**

Below is a template letter to inform parents about your school’s decision to run ICAS AssessmentsTM this year. This template is completely editable to suit your needs.

**Please note that all text in blue is for instructional purposes only.** This information will help you determine what content is relevant for your school’s circumstances.

Our friendly customer service team are ready to assist you with your queries.

Call us on: Australian Toll-Free Tel: 1800 931 775, New Zealand Toll-Free Tel: 0800 440 940, or email icasassessments@janison.com.au

Dear [Parents/Guardians],

We are delighted to inform you that [school name] will be participating in the world-renowned ICAS AssessmentsTM this year.

ICAS is designed to target students’ higher-order thinking and problem-solving skills in English, Mathematics, Science, Writing, Spelling Bee and Digital Technologies.

Each assessment celebrates students’ accomplishments by providing opportunities for recognition and development. Every student will receive a printed certificate and an online results report. Top performers will be eligible for medals and are invited to attend special award ceremonies to have their academic excellence publicly recognised.

We encourage you to consider entering your child into ICAS this year. The assessments are suitable for students wishing to extend themselves academically and take up the personal challenge of competing in an international assessment, that has been running for 40 years. Your child will be presented with high-quality, expert-developed questions, allowing them to apply their learning without the need for prior study or revision.

ICAS Assessments are now online, a move that reflects a sector-wide transition to online assessments. This allows greater accessibility for students and faster delivery of results.

Learn more about ICAS **here**: <https://www.icasassessments.com/products-icas>

**2021 Participation** *Please include the option best suited to your school.*

1. ***Option 1 –* Parent payment system**

Our school has signed up for the ICAS Assessments parent payment system (PPS) for (subject 1 subject 2….). Through this system parents can pay for ICAS directly online while tests will still be held at our school. Please use the following details to register your child no later than [date]. Also, complete and return the accompanying permission slip to school no later than [date].

[PPS details]

1. ***Option 2 –* Parent payment sent to school:**

Your child will be sitting ICAS Assessments for (subject 1 subject 2….). To confirm your child’s participation, simply complete and return the accompanying permission slip with payment no later than [date].

1. ***Option 3* – School covers fees:**

Your child will be sitting ICAS Assessments for (subject 1 subject 2….). To consent to your child’s participation, simply complete and return the accompanying permission slip no later than [date].

[These assessments will take place during the day / before school / after school at 00.00am/pm].

Compulsory*privacy notification.* For more information about the privacy collection statement please see the product [**terms and conditions**](https://www.icasassessments.com/support-icas/).

Privacy Collection Statement

To analyse your child’s progress effectively, our school conducts an ongoing assessment program. The assessment we are using is a product of Janison Solutions Pty Ltd (**Janison**). In order to deliver the assessment [name of school] and Janison (through our school) collect your child’s personal information, such as their name, date of birth, year level and school results when you register your child to sit an assessment in the program. You must ensure that this information is accurate and current.

Janison does not:

* Collect any personal information or data of children other than as required for the purposes of completion of the exam;
* Transfer any personal information or data obtained during the delivery of the ICAS exam out of Australia;
* Share any personal information or data relating to children or students with any third parties;
* Retain any personal information or data acquired during the delivery of the ICAS exam and all such information or data is deleted from all Janison systems immediately upon completion of Janison’s contractual reporting to the school.

As the parent or guardian of a student who intends to sit an assessment, by registering your child into the assessment, you consent to our school and Janison collecting and using your child’s personal information for the purposes outlined above.

If you do not provide your child’s personal information to us or Janison, we may not be able to deliver the assessment to your child. If you wish to access or correct your child’s personal information or to make a complaint about how we have handled your child’s personal information, please contact Janison’s Privacy Officer at privacy@janison.com or by writing to Legal and Compliance Team, Janison Solutions Pty Ltd, 80 Bay Street, Ultimo, Sydney NSW 2007.

We are proud to offer the ICAS Assessments, and look forward to some fantastic results later in the year.

Please do not hesitate to contact the school office if you have any questions.

Kind regards,

[Insert appropriate sign-off]

**Please insert your school logo here**

**ICAS AssessmentsTM**

**2021 Permission Form**

**Please return this form to your school no later than [date]**

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I give permission for my child­­­­­­­­­­­­­­­­­­­­­­, *Child’s name Year*

to participate in the 2021 ICAS Assessments listed below.

*Please include the subjects your students will be sitting in 2020. Please adapt columns, subjects, dates, prices and any other information required for your school. Not every ICAS subject is available at every year level. Consult the* [country availability table](https://www.unswglobal.unsw.edu.au/hub/educational-assessments/country-availability/) *and add the appropriate year level into the School Year column.*

*Pricing for Australia: AUD17.05 (Inc. GST) per test for all subjects excluding ICAS Writing. AUD21.45 (Inc. GST) per test for ICAS Writing.*

*Pricing for New Zealand: NZD18.40 (incl. GST) per test for all subjects excluding ICAS Writing. NZD24.73 (incl. GST) per test for ICAS Writing.*

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| **Subject** | **School Years** | **Official Sitting Dates** | **Participation Price (optional) (incl. GST)** | **Fee Enclosed (optional)** |
| Science  |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |
| Digital Technologies  |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |
| English  |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |
| Mathematics  |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |
| Spelling Bee  |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |
| Writing  |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |
|  | **Total Fee (optional)** |  |

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Name of Parent/Guardian Date

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Signature of Parent/Guardian