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

Below is a template letter to inform parents about the introduction of Reach AssessmentsTM in your school.

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](mailto:icasassessments@janison.com.au)

Dear [Parents/Guardians],

[School name] has partnered with ICAS Assessments in delivering our 2021 assessment strategy, and we will be introducing a new assessment into our academic calendar. Reach AssessmentsTM are prepared by the experts of ICAS assessments with 40 years’ experience in educational assessments.

Reach Assessments provide insight into your child’s higher-order thinking and problem-solving skills in English, Mathematics, Science, Writing, Spelling, Grammar & Punctuation and Digital Technologies. The reports allow a broader perspective of student performance and the data supports teachers in targeting individual students’ needs.

The assessments are suitable for students across a wide range of ability levels. Students are presented with high-quality, expert-developed questions allowing students to apply their learning without the need for prior study or revision.

Find out more about Reach Assessments **here**: <https://www.icasassessments.com/products-reach>

***OPTIONAL –*** *for schools also offering ICAS*

We will continue to run ICAS Assessments in our school, in addition to Reach Assessments. Incorporating both types of assessments will allow us to receive independent benchmarking data and provide an opportunity to recognise and reward students’ academic achievements.

Learn more about the difference between Reach and ICAS **here**: <https://www.icasassessments.com/campaigns-reach-and-icas>

***OPTIONAL –*** *for schools that have previously offered ICAS*

With the introduction of Reach Assessments, we believe these assessments will provide us with the most comprehensive view of student learning, and will therefore replace ICAS in our assessment strategy. Please be assured that the impact of this change will be minimal, and we will continue to receive the same benefits from Reach Assessments that we did from ICAS.

Learn more about the difference between Reach and ICAS [**here**](https://www.icasassessments.com/campaigns-reach-and-icas).

***OPTIONAL*** – info session

We will be holding a Parent Information Session about Reach Assessments on [date and time] at [venue]. We encourage you to attend to hear more about our decision to adopt these assessments, and to discuss any questions you may have.

**Payment and Permission Information** *– please include the option best suited to your school*

1. **Option 1 – school covers the fees:**

Your child will be sitting Reach 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].

1. **Option 2 – parent covers the fees:**

Your child will be sitting Reach 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].

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

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](mailto:privacy@janison.com) or by writing to Legal and Compliance Team, Janison Solutions Pty Ltd, 80 Bay Street, Ultimo, Sydney NSW 2007.

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**

**Reach 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 level*

to participate in the 2021 Reach Assessments listed below.

*Please include the subjects your students will be sitting in 2021*

*Please adapt columns, subjects, dates, prices and any other information required for your school. Not every Reach subject is available at every year level. Consult the country availability table and add the appropriate year level into the School Year column.*

*Pricing for Australia: AUD9.35 (inc. GST) per test for all subjects excluding Reach Writing. AUD21.45 (inc. GST) per test for Reach Writing.*

*Pricing for New Zealand: NZD10.35 (incl. GST) per test for all subjects excluding Reach Writing. NZD24.73 (incl. GST) per test for Reach Writing.*

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| **Subject** | **School Year** | **Official Sitting Dates** | **Participation Price (optional) (incl. GST)** | **Fee Enclosed (Optional)** |
| 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)** |  |
| 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)** |  |
| Spelling |  | **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)** |  |
| 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)** |  |
| Grammar & Punctuation |  | **Please insert dates here (see info at icasassessments.com/event-calendar-prices)** | **Please insert price here (see info at icasassessments.com/event-calendar-prices)** |  |

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Name of Parent/Guardian Date

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Signature of Parent/Guardian