Communicate with Parents templates

## Purpose of this document:

This document provides you with a template to copy and paste from when creating emails/other forms of communication with your school about your school’s decision to use ICAS from home. These templates are a recommendation only.

## How to use this document:

This document is broken into 2 sections of templates that correspond with the checklist steps found in ICAS at home Preparation Checklist for Schools:

* Communicate with parents and guardians: General information about ICAS at Home.
* Communicate with parents and guardians: One-time code distribution to students, exam conditions information and, if sitting ICAS Spelling Bee or ICAS Writing, installing the locked-down browser application, Janison Replay, onto students’ devices before test day.

When preparing your communication to parents and guardians about each of these checklist steps:

1. replace each part marked with square brackets, e.g. [Parent Name], with the correct information.

2. copy and paste it into your communications.

3. Tweak sentences as you see fit, remembering to leave in the important steps. These steps are based on most frequently asked questions made by parents.

This template provides you with complete URLs of resources. You can choose to hyperlink text or display the URL in full.

Section 1: Communicate with parents and guardians: General information about ICAS at Home.

What is the purpose of this communication?To let your parent-body know that your school has made the decision to use ICAS at home and that you would like their support to help supervise. Links to ICAS at home resources are provided.

Who would I send this to?Parents/guardians of your students who have purchased ICAS in 2021.

When would I send this? 1 week before your designated ICAS test day.

## Template:

Dear [Parent name],

Our school made the decision to use ICAS (link to: [https://www.icasassessments.com](https://www.icasassessments.com/products-icas/)) earlier this year to recognise and reward top academic achievement in our students. As we have been learning from home these past few months, the ICAS Assessments team has given our school the opportunity to run ICAS from home. These are exceptional circumstances and we are keen for good learning to continue whilst your child learns from home. We would be very grateful for your support to run ICAS at home this year.

Your child’s ICAS at home test day/s is/are:

[ICAS subject 1] - [date and time of test 1]

[ICAS subject 2] - [date and time of test 1]

**What ICAS at home means for you**

Your child’s teacher will run the test, but we do ask you to ensure they are following the ICAS exam conditions (link: <https://www.icasassessments.com/icas-at-home/#important_information>).

If your child is completing ICAS Writing or ICAS Spelling Bee, you will also need to download the locked-down browser application, Janison Replay (link to: <https://www.icasassessments.com/support-locked-down-browser/> ) onto your child’s device before test day.

There is no extra cost to sit ICAS from home.

We will contact you again closer to your child’s test day to remind you of their test and what to do to prepare.

We thank you in advance for supporting your child to sit ICAS at home this year.

[School sign-off]

Section 2: Communicate with parents and guardians: One-time code distribution to students, exam conditions and installing Janison Replay

What is the purpose of this communication?To give your students/parents a reminder specific information needed to sit ICAS.

Who would I send this to?Parents/guardians of your students who have purchased ICAS in 2021 and are willing to sit ICAS at home.

When would I send this?3 days before your designated ICAS test day.

## Template:

Dear [Parent name],

We recently let you know of our decision to allow students to sit their ICAS tests from home. We thank you for your support of this decision and for assisting us in running this test.

These are the dates and times that your child will sit their ICAS test(s). Please take note of each One-time code and have readily available for test day:

[ICAS subject 1] - [date and time of test 1] – **One-time code:** [xxx – xx – xxx]

[ICAS subject 2] - [date and time of test 2] – **One-time code:** [xxx – xx – xxx]

Please complete these important steps BEFORE test day:

* Read the Important Information for Parents.(link to: <https://www.icasassessments.com/icas-at-home/#important_information>)
* Download the recommended internet browser, Google Chrome. It is the most compatible with the test player used for sitting ICAS Mathematics, English, Science and Digital Technologies.
* If your child is sitting ICAS Writing and Spelling Bee, please download the locked-down browser application, Janison Replay (link to: <https://www.icasassessments.com/support-locked-down-browser/>) onto your child’s device.
* If you are installing Janison Replay onto your child’s **iPad**, enter this URL to complete your installation: https://icasassessments.janisoninsights.com
* Prepare a location for your child to sit their ICAS test under the exam conditions (link to: <https://www.icasassessments.com/icas-at-home/#important_information>) Sitting the test under exam conditions and within the time limit is essential to be eligible for an ICAS medal.

Your child’s teacher will run the test with your child on test day. Once again, please keep the **One-time code** handy for your child to use on test day.

[School sign-off]