**School to Parents Communications Template:**

**Information pack from School to Parents/Guardians about**

**Reach AssessmentsTM**

This document contains templates to use when communicating with parents about your school using Reach.

Go to the preferred template, then copy and paste the text into your preferred communication channel to send to parents.

**Template 1: For schools only using Reach.**

**Template 2: For schools who previously used ICAS and have switched to using Reach this calendar year.**

**Template 3: For schools using both ICAS and Reach in the same calendar year.**

**Optional add-on template: Reach Permission Slip**

**Key to understanding the templates**

|  |  |
| --- | --- |
| [red text in brackets] | Customise this text to suit your school |
| Black text | Copy this text into your communication letter/email to parents |
| **Bold and underlined text** | This text, when clicked, will direct the reader to a page on the ICAS Assessments website. The URL for this page is also next to the text, in case you wish to give parents and guardians the whole URL.    When copying and pasting into a document that will be distributed:   * in hard copy, we suggest showing the URL in full. * electronically, please check to see if the existing hyperlink copies over to your document and, when clicked, opens the hyperlink in your internet browser. |

**Template 1: For schools only using Reach AssessmentsTM.**

Dear [Parents/Guardians],

This year we have partnered with ICAS Assessments, which is owned by Janison Solutions Pty Ltd, to introduce and deliver a new assessment into our academic calendar. Reach AssessmentsTM (also known as “Reach”) are prepared by the experts of the ICAS competition who have over 40 years’ experience in educational assessments.

**What is Reach?**

Reach is an online assessment that provides 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 them to apply their learning without the need for prior study or revision.

Find out more about Reach [**here**](https://www.icasassessments.com/products-reach) (<https://www.icasassessments.com/products-reach>)

**Your child’s results**

Reach is administered by the school and used by teachers at their discretion with the ultimate goal of helping your child improve. [Mention whether parents can/cannot request to view their child’s Reach results].

**Privacy Collection Statement**

The following information is a*privacy notification* about how your child’s data is kept private and secure by Janison Solutions Pty Limited. Please read carefully.

*Janison is aware of our responsibility to protect the identity of, and all information relating to, children, and students in general, from disclosure and consequently Janison does not:*

* + - *collect any personal information or data of children other than as required for the purposes of completion of the assessment, test or exam;*
    - *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in Australia to any jurisdiction outside of Australia other than with the specific consent of the person, or his or her parent or guardian;*
    - *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in other international regions out of the child’s jurisdiction other than with the specific consent of the person, or his or her parent or guardian;*
    - *share any personal information or data relating to children or students with any third parties (other than a third party whose services are necessary for servicing our products, e.g. print/distribution companies, medal engraving, etc.) except with the specific consent of the person, or his or her parent or guardian;*
* *use any personal information or data relating to children or students for marketing purposes.*

*Janison may retain personal information and data relevant to a child for their future purposes or for research purposes by Janison for the duration of the school life cycle of the child. However, if you or your child at any time wish to have their personal information or data removed from our systems, they or you may opt out by simply contacting our Privacy Officer at  [privacy@janison.com](mailto:privacy@janison.com).*

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

Kind regards,

[Insert appropriate sign-off]

**Template 2: For schools who previously used ICAS and have switched to using Reach this calendar year.**

Dear [Parents/Guardians],

This year we have partnered with ICAS Assessments, which is owned by Janison Solutions Pty Ltd, to introduce and deliver a new assessment into our academic calendar. Reach AssessmentsTM (also known as “Reach”) are prepared by the experts of the ICAS competition who have over 40 years’ experience in educational assessments.

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

We believe the introduction of Reach Assessments will provide us with the most comprehensive view of student learning and will therefore replace the ICAS competition 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 Reach Assessments and the difference between Reach and ICAS [**here**](https://www.icasassessments.com/products-reach/) (https://www.icasassessments.com/products-reach/)

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    - *transfer any personal information or data obtained during the delivery of assessments, tests or exams conducted in other international regions out of the child’s jurisdiction other than with the specific consent of the person, or his or her parent or guardian;*
    - *share any personal information or data relating to children or students with any third parties (other than a third party whose services are necessary for servicing our products, e.g. print/distribution companies, medal engraving, etc.) except with the specific consent of the person, or his or her parent or guardian;*
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Please do not hesitate to contact the school office if you have any questions.

Kind regards,

[Insert appropriate sign-off]

**Template 3: For schools using both ICAS and Reach in the same calendar year.**

Dear [Parents/Guardians],

This year we have partnered with ICAS Assessments, which is owned by Janison Solutions Pty Ltd, to introduce and deliver a new assessment into our academic calendar. Reach AssessmentsTM (also known as “Reach”) are prepared by the experts of the ICAS competition who have over 40 years’ experience in educational assessments.

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

Find out more about Reach Assessments and the difference between Reach and ICAS [**here**](https://www.icasassessments.com/products-reach) (<https://www.icasassessments.com/products-reach>)

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.

**Your child’s results**

Reach is administered by the school and used by teachers at their discretion with the ultimate goal of helping your child improve. [Mention whether parents can/cannot request to view their child’s Reach results].

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    - *share any personal information or data relating to children or students with any third parties (other than a third party whose services are necessary for servicing our products, e.g. print/distribution companies, medal engraving, etc.) except with the specific consent of the person, or his or her parent or guardian;*
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Please do not hesitate to contact the school office if you have any questions.

Kind regards,

[Insert appropriate sign-off]

**Optional add-on template: Reach Permission Slip**

**Reach Assessments Permission Slip – please return to**[staff member/location in the school] **by**[DD/MM/YY].

I give permission for my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in year \_\_\_\_\_\_\_ to participate in Reach AssessmentsTM.

*Please tick:*

 I have read and agree to the Janison Privacy Collection Statement.

Signed (Parent signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent name (*please print*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_