# Sample information letter to Students

Dear Student,

Our school is committed to developing and promoting your learning. As part of that, we want to assess the literacy skills of all our First Year students. This is so we can plan what support might be needed for our students. It will also help us identify any students who may need extra support. Therefore, we will be doing some testing to find out how you are doing in reading, writing and spelling.

The test we are using is called the Post Primary Assessment & Diagnosis-English (or PPAD-E for short). The PPAD-E has five parts:

* Reading and understanding passages
* Spelling
* Written work
* Reading speed
* Word reading

The first four tests will be done in class. The final part, the word reading, will be done individually with a teacher.

**There is no need to prepare in advance**. It starts easy and gets harder. If you can’t finish some of it, just give it a go and do your best!

The information we collect about how you get on in the test will be used to help the school plan educational supports. It will also help us know when someone may need extra help with learning, and what kind of help might be best. If we find that you need extra help, your results will be shared with your subject teachers and with your parent(s)/guardian(s). We may also share information about school results with others (such as the people who designed and developed the test) but, if this happens, all the information about you personally will be anonymised, which means that no one else will know that your results are about you as an individual, just that someone of your age, in a school like this, got these results.

Please talk to your Class Tutor or Year Head if you have any questions.

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[NAME]