Dear Parent or Caregiver,

In May 2015 the National Assessment Program- Literacy and Numeracy (NAPLAN) will be completed by students in Years 3, 5, 7 and 9. NAPLAN has the support of all State and Territory Education Ministers and will assess the literacy and numeracy skills of students across Australian schools.

The results of the tests will provide important information to schools about what each student can do, and will be used to support teaching and learning programs. Parents will receive a report indicating their child's level of achievement. Each student's level of achievement will be reported against the national minimum standard.

Student background information (student name, gender, date of birth, language background and Aboriginality) will be collected as part of the National Assessment Program. This information is treated confidentially and held securely to ensure that every student's right to privacy is maintained.

The NAPLAN tests will be conducted from 12-14 May 2015.

<table>
<thead>
<tr>
<th>TUESDAY 12 MAY</th>
<th>WEDNESDAY 13 MAY</th>
<th>THURSDAY 14 MAY</th>
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<tbody>
<tr>
<td>Language Conventions</td>
<td>Reading</td>
<td>Numeracy</td>
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<tr>
<td>(Spelling, Punctuation and Grammar)</td>
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In the Numeracy tests students do not require any measuring tools such as rulers or protractors. In Years 7 and 9 there will be two Numeracy tests: one where a calculator is allowed and one where calculators are not to be used. For the calculator test, the student should use the calculator that they currently use at school.

**Friday 15 May** - A 'catch-up' day is scheduled for students who missed a test or were absent on a test day. Students may be considered for exemption from the tests if they:
- are newly arrived in Australia (less than one year before the test) and with a language background other than English, or
- have significant intellectual disability and/or significant co-existing conditions which severely limit their capacity to participate in the tests.

All other students are expected to participate in the tests. Disability adjustments which reflect the student's normal level of support in the classroom may be provided. Large print, Braille, coloured paper versions and electronic tests are available to meet the needs of individual students.
Access to disability adjustments or exemption from the tests must be discussed with the school and a parent or carer consent form must be signed.

Students may be withdrawn from NAPLAN by their parent or carer. This is a matter for consideration by parents in consultation with the school. If you wish to withdraw your child from the tests, a parent or carer consent form must be signed.

Please contact Richmond High School if you would like to discuss your child's participation in NAPLAN.

Additional information about NAPLAN can be found at www.nap.edu.au/NAPLAN/Parent Carer support/index.html.

Yours Faithfully

Cliff Ralph
PRINCIPAL