



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



10 September 2025

Dear Families

Ref: Functional Skills information session

Dear Families,

As your child begins their learning within Functional Skills Maths and English this academic year, we would like to invite you to an important meeting to discuss all the key information you will need to support them during this crucial time, as well as to share information relating to qualifications that they are completing.

The meeting will cover a range of topics, including:

- Sharing the qualification offer
- Key exam dates and timetables
- Which exams they will/may be sitting
- Revision strategies and support available
- Exam preparation tips for both students and families
- How to manage exam stress and wellbeing

Date: Wednesday 15 October 2025

Time: 4:30pm

Location: Microsoft Teams

Meeting ID: 317 683 193 199 7

Passcode: AD9Fz2UJ

This meeting will provide an opportunity for you to ask any questions you may have and to ensure you are fully informed about the process and requirements for your child's Functional Skills qualifications. We want to ensure that both students and families feel supported as we prepare for this important stage of the academic journey.

Your attendance would be greatly appreciated, as your involvement is vital to your child's success. If you are unable to attend, please let us know so we can arrange to share any materials or information with you afterwards.

Thank you for your continued support, and we look forward to seeing you at the meeting.

Yours sincerely

Mrs E Tobin
Deputy Headteacher