



ABBOT'S LEA SCHOOL

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



01 October 2025

Dear Families,

Ref: Functional Skills information session

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

The meeting will be virtual (**Meeting ID: 317 683 193 199 7, Passcode: AD9Fz2UJ**) and will take place on Microsoft Teams at 4:30pm on Wednesday 15 October 2025.

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