

October 2025

Dear Parent/Carer,

Subject: Student Setting Protocol

At Scalby Academy we are committed to ensuring that every student receives the most appropriate level of challenge and support in their learning. To achieve this, we operate a structured setting protocol across all year groups, which allows us to place students in teaching groups that best reflect their current ability, engagement, and effort.

Year 7 Setting Protocol

Students in Year 7 will be reviewed and potentially reset at three key points during the academic year:

- Week 6 of the Autumn Term – following NGRT (reading) and Maths baseline assessments.
- January – following the Trust's standardised assessments.
- July – following the final round of Trust standardised assessments.

Year 8 and Year 9

Students in Year 8 & 9 will be reviewed and potentially reset at two key points during the academic year:

- January – following the Trust's standardised assessments.
- July – following the final round of Trust standardised assessments.

Year 10 and Year 11

Students in Key Stage 4 may be reset:

- November / December – following trial examinations.
- March – following trial examinations.
- July – following Year 10 summer trial examinations.

In addition, individual students may be moved between sets at any time if the Curriculum Leader has a clear justification. These decisions are made based on:

- Engagement in lessons
- Assessment performance
- Overall effort

Our aim is to ensure that students are placed in the set that best matches their ability, allowing teachers to tailor lessons and support to meet their needs effectively.

Communication of Set Changes

1. The class teacher will inform the student of any set change and explain the reasons behind it.
2. A message will be sent to parents/carers via MCAS to notify them of the change and provide communication details should clarification be needed.
3. If the parent would like further clarification, they should contact school and speak directly with their child's class teacher.
4. Confirmation of the proposed set moves will be sent to the Curriculum Deputy to make changes to students' timetables.

Following conversations relating to set moves students will be provided with:

- A new timetable
- A start date for the new set arrangement

Oversight and Decision-Making

Curriculum Leaders will meet twice a year to discuss set moves. In some year groups this may be more frequent. Final decisions will be made by the English, Maths, and EBACC Curriculum Leaders, in consultation with the Curriculum Deputy, who will oversee the final decision.

We appreciate your support in helping us provide the best possible learning environment for your child. If you have any questions or concerns, please do not hesitate to get in touch.

Yours faithfully,

Mr Robertson

Headteacher