



# Trinity Catholic High School

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Date: 27/05/2021

Dear Parents/Carers,

Here at Trinity, we are keen to know about any mitigating circumstances that may have adversely affected your child's performance in their formal assessments. If you or your child thinks that their performance in an assessment has been affected by illness or personal circumstances you should firstly read the JCQ Guide to the *Special Consideration Process* ([here](#)). If, after reading the JCQ guide, you or your child want to notify us of any mitigating circumstances, please contact us, and provide full details, using the online link ([here](#)).

As described in my letter dated 29<sup>th</sup> April, "*Mitigating circumstances are events that are over and above the course of everyday life, and normally outside of your control. They may affect a student's ability to revise for assessments, complete assessments or even attend assessments. Given that special consideration requests will not apply this summer, subject teachers will take into account where mitigating circumstances might have temporarily affected performance*".

Applications for mitigating circumstances must be submitted using the mitigating circumstances link above no later than Monday 31<sup>st</sup> May so that we have sufficient time to review the application and also implement any considerations that should be appropriate for marking the assessment. Where it is not possible to provide the evidence within this timeframe, students/parents must submit the form within the deadline and provide a clear indication of the evidence that is to follow, and the expected timeframe.

Many thanks for your consideration of this matter.

Yours sincerely,

Dr P Doherty OBE  
Headmaster

Main School Office

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