**Pre-testing letter template**

Dear Parent/Carer,

At [insert establishment name] we believe in providing each and every student with the opportunity to realise their full potential and achieve at the highest level. To gain a better understanding of the learning needs of our students, we are going to be administering a series of short cognitive ability assessments with all students in year/grade [x]. We will then use the results from the assessment to improve the support we provide your child in their learning, and to determine whether further intervention is needed.

The Cognitive Abilities Test (CAT4) assesses a student’s ability to think across four different reasoning batteries:

Verbal reasoning – thinking with words

Quantitative reasoning – thinking with number

Non-Verbal reasoning – thinking with shapes

Spatial reasoning – thinking with shapes and space

I would like to stress that this is an assessment of ability and not attainment, so no pre-learning or preparation is necessary. Your child should not feel worried about taking CAT4 as prior knowledge is not required to complete it. The results will be used together with our internal assessment practices, to inform teachers about the strengths and development areas of each student.

Once the assessment has been carried out I will be in touch again to discuss the results and next steps.

If you have any queries or concerns, please contact us.

Yours faithfully,

**Post-testing letter template**

Dear Parent/Carer,

At [insert establishment name] we believe in providing each and every student with the opportunity to realise their full potential and achieve at the highest level. To gain a better understanding of the learning needs of our students, we have carried out a series of short cognitive ability assessments with all students in year/grade [x]. The results from the assessment will help teachers understand the learning needs of your child so that targeted support can be provided, appropriate to his/her strengths and development areas.

The Cognitive Abilities Test (CAT4) assesses a student’s ability to think across four different reasoning batteries:

Verbal reasoning – thinking with words

Quantitative reasoning – thinking with number

Non-Verbal reasoning – thinking with shapes

Spatial reasoning – thinking with shapes and space

I would like to stress that this is an assessment of ability and not attainment, so no pre-learning or preparation was required. CAT4 has been conducted as part of our regular assessment processes and the results will be used together with our internal assessment practices, to support your child in their learning and ensure he/she can reach his/her true potential.

A copy of the Individual Report for Parents has been included here, which represents the scores on a bar chart and summarises the results in a brief commentary. The yellow section in the middle of the bar chart highlights where the average scores lie. The commentary underneath details how your child learns best and offers suggested strategies for how you can support his/her learning at home. I hope you will find this useful and will continue to work with us in ensuring your child makes excellent progress throughout their time in school with us.

If you have any questions about the report or would like to discuss the assessment further, please contact us.

Yours faithfully,