March 29, 2018

Dear Parent/Guardian:

On **Tuesday, April 10,** Grade 10 students will write the Ontario Secondary School Literacy Test (OSSLT), as well as senior students who have yet to complete this graduation requirement.

The Literacy Test, administered by Ontario’s Education Quality and Accountability Office (EQAO), is used to determine whether a student has the literacy (reading and writing) skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by *The Ontario Curriculum* across all subjects up to the end of Grade 9. The successful completion of this test or the Ontario Secondary School Literacy Course is a requirement for the Ontario Secondary School Diploma.

In order to create a positive environment that will optimize the conditions for successful completion of the OSSLT, we have modified the instructional school day for all students at FHCI. The following is the timetable for April 10:

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| 8:00 a.m. – 8:20 a.m. | Breakfast (Nutrition for Learning) in Cafeteria |
| 8:30 a.m. – 10:10 a.m. | Instructions and Booklet 1 |
| 10:10 a.m. – 10:25 a.m. | Break |
| 10:25 a.m. – 12:05 p.m. | Booklet 2 and Questionnaire |
| 12:05 p.m. – 12:55 p.m. | Lunch |
| 1:00 p.m. – 1:45 p.m. | Tutorial Session 1 (all grades) |
| 1:45 p.m. – 2:30 p.m. | Tutorial Session 2 (all grades) |

It is important to note the following about the day’s structure:

* Students who are not writing the test will only have access to the cafeteria while the test is in progress, for quiet, independent study. Some school staff members will be administering the test, no regular classroom instruction will take placein the morning.
* The library will be unavailable during the entire day because this space is required to support the administration of the test.
* When the test period is complete, teachers will be available to provide students with tutorial assistance in all subjects and at all grade levels. Teachers will announce to their students, and post in their classrooms, the location for their tutorial sessions.
* Regular attendance reporting procedures remain in effect for this day. Any student who does not attend school will be marked absent.

These adjustments have been made across the Waterloo Region District School Board in order to facilitate the administration of the OSSLT in a manner that provides for the best conditions possible for the students who are writing. If you have any concerns or questions regarding the Literacy Test, or the schedule for April 10th, please feel free to contact the school.

Sincerely,

T. Rowe, Principal