



Meadowfield School
Swanstreet Avenue
Sittingbourne
Kent ME10 4NL

T: 01795 477788
E: office@meadowfield.kent.sch.uk

Mrs Angela Hoare, BA Hons, NPQSL
Principal

23rd October 2026

Dear Parents and Carers

English and Mathematics through an NCFE Functional Skills

As part of our commitment to preparing students for adulthood, all learners in Key Stage 4 access English and Mathematics through an NCFE Functional Skills pathway that focuses on practical, real-life skills.

Functional Skills qualifications help students develop the literacy and numeracy skills needed for everyday life, employment, further education, apprenticeships, and independent living. Learning is centred on real-world situations such as reading timetables, managing money, writing emails, following instructions, and communicating effectively.

To ensure every student receives appropriate challenge and support, students are placed into teaching groups based on their current stage of learning. These groups are flexible, and students may move between groups as they make progress. The groups will run every morning Monday to Thursday. There will be a note in your child's contact book explaining which set they are in.

Group	Current Learning Focus	What This Means
Group 1 Kirsty Marchant	Beginning Entry Level 2 (EL2)	Students are moving beyond Entry Level 1 skills and beginning to apply English and Maths more independently in familiar everyday situations.
Group 2 Charlotte Fry	Embedding and Consolidating Entry Level 1 (EL1)	Students have achieved many Entry Level 1 skills and are strengthening their confidence, accuracy, and independence before moving towards Entry Level 2.
Group 3 Katherine Dempsie	Continuing Entry Level 1 (EL1)	Students are developing the core foundations of Functional Skills, focusing on communication, reading, writing, number, and practical maths skills required for everyday life.

What is Entry Level (EL)?

Entry Level qualifications are nationally recognised stepping stones that help learners build the knowledge and confidence needed to progress towards higher Functional Skills qualifications. There are three Entry Levels:

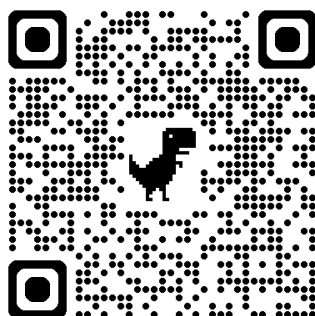
- **Entry Level 1 (EL1)** – Developing basic practical English and Maths skills.
- **Entry Level 2 (EL2)** – Applying skills more independently in everyday situations.
- **Entry Level 3 (EL3)** – Preparing learners for Level 1 Functional Skills qualifications.

Our aim is to provide every student with a personalised pathway that enables them to build confidence, achieve success, and make meaningful progress towards their future aspirations.



Page 2

If you have any questions about your child's Functional Skills pathway, please do not hesitate to contact the school, or use the QR code below to read more about the Enquire Pathway curriculum.



Kind regards.

Yours faithfully

Sue David
Assistant Principal Enquire Pathway