

November 2008

Dear Parent and Carer,

I am writing to inform you that we are now preparing for our third Progress Review Day which will be held on **Thursday 11th December 2008**. The purpose of the day is for the tutor to meet with parent and child together to discuss the student's progress and to set specific targets to ensure that he/she takes full advantage of his/her academic ability.

The day ran very well last year and the support from parents and guardians was very much appreciated and an essential element to the success of the initiative. As a school, we believe that the process of setting targets and reviewing the academic progress of a student is fundamental to his/her success.

The normal school timetable will **not** run on this day. In addition to the traditional Parents' Evening, parents and students will be invited into school for a ten to fifteen minute interview with form tutors.

- Year 7 will focus on how the children have settled into the school and discuss end of Module 1 information.
- Year 8 and Year 9 will discuss progress made and set targets for the remainder of the year.
- Year 10 will discuss how well the students have started their Upper School courses and targets will be set based upon their current progress and prior attainment indicators.
- Year 11 will use data from their progress in Year 10 and evidence of their attitude and progress to date in Year 11 to discuss the way forward to maximise their potential in the GCSEs and BTECs in the summer term. Once again, targets will be agreed.

The appointments will be issued shortly on a first come, first served basis. Please ask your son/daughter to arrange a suitable time with their form tutor. An appointment letter will then be issued to your son/daughter. A further letter will follow shortly for all year groups and, once this has been received, appointments should be arranged.

All students will be expected to attend the interview along with a parent or guardian. If a parent or guardian is unable to attend, it would be helpful if a responsible adult could attend with your child, e.g. grandparent or older sibling. Failing this, students must still attend their interview.

**On Thursday 11th December we request that your child stays at home and only attends for their formal review meeting with their tutor and yourselves. This is in order that tutors can hold individual meetings throughout the day with members of their tutor group. The appointments will be held in your child's form room unless otherwise advised.**

Should your son or daughter require a packed lunch from the Dining Hall on Thursday 11<sup>th</sup> December, then please advise the school office as soon as possible.

I hope that together we can make this important day in the school calendar a successful event.

Yours sincerely,

**Mrs C Bryson  
Assistant Head Teacher**