

10th March 2014

Dear Parent/Guardian

The Year 11 Progress Review afternoon takes place on **Monday 17th March**. This meeting provides an important opportunity for you to meet your child's form tutor and to discuss your son's/daughter's achievement, progress and targets. It is also a response to parents' requests to be able to review their children's progress on a more regular basis.

During the morning, all students will have participated in an hour-long revision skills refresher session and the Progress Review meeting will link to this in focusing upon key priorities for students during the final few weeks before exams.

Please would you indicate on the attached reply slip, **by Friday 14th March**, whether or not you will be attending the Progress Review meeting. The meeting will last for 15 to 20 minutes and appointments will be available at 15-20 minute intervals from 2.10pm onwards. There is an option for you to indicate your preferred time within the 80 minute period; tutors will attempt to accommodate all requests, though this may not always be possible.

The confirmed time will be written by the tutor into your son's/daughter's Planner. Please would you counter-sign this, to indicate that you have seen it.

Where parents are unable to attend the meeting, students will be expected to attend the Progress Review alone. From 2.10pm, students who do not have a Progress Review meeting at that time will go to a designated "waiting room". At the relevant time, students will be able to leave the "waiting room", either to collect their parents from Reception, where you should sign in, or to attend the Progress Review meeting alone.

Once the meeting has finished, students will be free to go home. However, they could return to the "waiting room" if they need to do so. **Please ring the school to let us know if you wish your son/daughter to remain in school after his/her Progress Review meeting.**

At 3.30pm, the day will finish as usual for staff and students. However, students will be able to go to the Resource Centre until 5pm, if necessary, **given the absence of school transport.**

If transportation issues are insurmountable for your son/daughter as a result of the absence of school buses for Year 11, and the capacity to collect your child by 5pm does not alleviate this, please will you to telephone or write to your son's/daughter's Director of Learning, to outline the problem.

I do hope that you are able to attend the Progress Review meeting. Parental feedback on the meetings has been extremely positive and there is a wide range of evidence that they have an enormously beneficial impact upon a child's progress.

Yours faithfully



Mrs N Goodwill
Acting Assistant Headteacher

Reply Slip

Progress Review Afternoon - Year 11

Student's Name..... **Form**.....

I/We will/will not* be able to attend the Progress Review meeting on Monday 17th March 2013.

Please indicate below if you have any preferred start time for the meeting, between 2.10pm and 3.10pm.

I do/do not* have a preferred time for the Progress Review meeting. If possible, I would prefer to attend at:

..... (please insert time)

*(please delete as appropriate)

Signed..... **(Parent/Guardian)**