



Fulford School

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Headteacher: Ms. L. Savage, BA, NPQH
Deputies: Mr D. Bodey BSc, Mr. T. Johnson, BA

24 November 2014

Dear Parent/Carer

I would like to invite you to the first of this year's Progress Review afternoons which takes place, for Year 7, on **Thursday 4th December**. This meeting provides an important opportunity for you to meet your child's form tutor for the first time and to discuss his/her first term at the school. It is also a response to parents' requests to be able to review their children's progress on a more regular basis.

Please would you indicate on the attached reply slip, **by Thursday 27th November**, 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/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 or to attend the Progress Review meeting alone. Parents/carers should sign in at reception and wait in the dining room where refreshments will be provided.

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 7, 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. There is a wide range of evidence that these meetings have an enormously beneficial impact upon a child's progress.

Yours faithfully

Mr J Brookes
Assistant Headteacher (Progress and Intervention)

Reply Slip

Progress Review Afternoon - Year 7

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

I/We will/will not* be able to attend the Progress Review meeting on Thursday 4th December 2014.

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)**