

20th October 2009

Dear Parent / Carer,

Whole School Academic Review Day – Wednesday 11th November 2009.

I am writing to inform you of the forthcoming whole school Academic Review Day on Wednesday 11th November 2009 in school between 8.30am to 1.05pm and 2pm to 5pm, to discuss your child's progress at school.

Academic Review Days form part of the whole school drive on raising student achievement through assessment. The purpose of Academic Review Days is to provide the opportunity for a more in depth dialogue between your child, his/her tutor and yourselves on your child's academic progress in all subject areas. Your feedback on the effectiveness of the day will be most welcome.

The tutors will: -

- provide current National Curriculum Levels/GCSE grades and Key Stage 3 predicted National Curriculum Levels/GCSE predicted grades for your child in all subject areas.
- provide feedback on your child's academic progress in subject areas.
- provide detail on your child's attendance and punctuality to school.
- agree with your child and yourselves next step learning targets to promote his/ her academic progress.

Parents and students will have the opportunity to:

- be involved in setting the next step learning targets for their child.
- discuss any issues related to academic progress.
- purchase revision guides and basic equipment.

On Wednesday 11th November 2009 students will not be required to attend school, apart from their fifteen minute appointment time with you. However, Subject teachers will be setting work for all lessons missed during the course of the day for students to complete at home. All students will be required to attend appointments in full school uniform.

Please complete the reply slip below and return to your child's tutor by **Friday 23rd October 2009**, including nil returns. Where possible I will aim to accommodate your preferred time. A letter will be sent to you via your child prior to the day with a confirmed appointment time. If you do not receive an appointment time please contact me at school. Should you require further clarification, please do not hesitate to contact either your child's Year Progress Leader or myself at school.

Yours sincerely,

Ms. G Mason
Assistant Headteacher

To Form Tutor

Student Name

Form

I/ We * will / will not be attending the Academic Review Day on Wednesday 11th November 2009.

Preferred appointment time: AM / PM

Signed: _____ (Parent/ Guardian)

Date: _____

(* Please delete as appropriate)