Dear Parent/Carer

Re: Target Review Day, Years 7 to 9 – Thursday, 26 March 2020

I write as a reminder that, as calendared, normal lessons will be suspended on Thursday, 26 March 2020. This is to enable all students to meet with their tutor to review progress since the target setting meetings in November, discuss current achievements and set targets for future improvement. In some cases, there may be additional progress meetings with the Year Leader or learning support staff. We believe that Target Review Day is an important part of our school year as it enables parents/carers, students and staff to work together to identify, support and monitor the targets that will make a real difference to each individual’s progress. For this reason, we believe that the meetings have the most impact when a child is accompanied by a parent/carer and we appreciate your support with this. Of the 318 parents/carers who responded in a previous school survey, 99% agreed, (with the significant majority strongly agreeing,) that the meeting was a very positive experience, particularly where a parent/carer was in attendance and that all left knowing clear targets to support further student progress.

You are invited to attend the meeting with your son/daughter which will last for approximately 10 minutes. During this time the tutor will give out your son/daughter’s progress report, discuss current progress and last time’s targets and all will agree the next main two targets for improvement. These will relate to academic progress and notes should be written in the student planner in the ‘My Learning Goals’ section.

Between now and 26 March your son/daughter must ask their form tutor to agree a time that suits both you and them. If you cannot attend, please indicate this on the reply slip and we will allocate a time for your son/daughter alone.

Please remember that on the journey to and from school students should be dressed in full school uniform. Students who receive free school meals will be able to collect a packed lunch from the canteen after/before their appointment. Finally, once you are here we will ask you to update your contact details with any changes, including email addresses and key phone numbers, so please do have that information with you.

We look forward to seeing you on Thursday, 26 March.

Yours faithfully

Ms Hames
Deputy Headteacher

I acknowledge receipt of the letter giving details of Target Review Day, 26 March:

☐ I am able to attend the interview in person. My son/daughter will confirm an appointment time and room with their form tutor (or other staff member) taking the interview.

☐ I am not able to attend the interview in person. My son/daughter will attend alone. They will be in full school uniform and will bring their student planner.

Signed: .............................................. Parent/Carer