Dear Parent/Carer

Re: Target Review Day, Years 12 and 13 – Thursday, 26 March 2020

I am writing to let you know 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 encouraged 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 subject-specific targets and all will agree the main two targets for improvement.

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.

Sixth form students must dress in normal smart attire. 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, including email addresses and key phone numbers.

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

Yours faithfully

Ms Hames
Deputy Headteacher

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Student name: ……………………………………………………………………………… Tutor group: …………………

Please tick the statement which applies to you and return to your son/daughter’s form tutor.

I acknowledge receipt of the letter giving details of the 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